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ABSTRACT

This handbook contains learning activities on political participation for use in secondary level American government or civics courses. It is designed to orient students and teachers to politics and the political process, to be successful at political endeavors, and to become involved in political activity within the school and local community. The handbook contains three sections. Section I deals with political participation, section II treats voting and elections, and section III examines local government. Students are involved in reading and discussing case studies which give examples of people using the political process to attain their goals. Students also analyze statistical data. Other teaching strategies include role playing, observing meetings of political organizations, interviewing politicians, developing scripts for political advertisements, and conducting a voter registration drive. Each activity contains planned outcome, a list of concepts to be learned, and discussion questions. To complete some of the activities, students will need additional information from the Code of Iowa or the Iowa Official Register, both of which are contained in the handbook's appendices. Although the handbook is intended to be used by students in Iowa, teachers in other states can very easily use or adapt the activities to teach students about political participation. (RM)

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PREFACE

Iowa Political Participation Handbook 1978 is a series of learning activities adaptable to Government or Civics instruction. It orients students and teachers to politics and the political process. It suggests ways to be successful at political endeavors. It encourages both students and teachers to become involved in political activity within the school and local community. The appendices contain information excerpted from the *Code of Iowa* and the *Iowa Official Register.* This data should prove useful as students and teachers complete the activities in Sections 1 to 3.

The learning activities direct student and teacher attention to essential phases of the political process. The author introduces each exercise with a planned learning outcome. He follows with a list of concepts which provide a base for thought-provoking activities. Relevant case studies give examples of people using the political process to gain their goals. In other exercises, the author includes statistical data which should support student generated conclusions. The author believes students will need additional information from the *Code of Iowa* or the *Iowa Official Register.* The Code references, where needed, are keyed to appropriate sections of this handbook's Appendix A and B. Through a set of decision-making questions, the author provides a focus of student investigation and subsequent discussion. Each exercise is concluded with a set of decision-making notes which extend the information needed to complete the activity.

The appendices are provided as a reference section for students and teachers. Through the author's question and answer format, specific legal answers are given to questions about municipal and general elections plus descriptions of several state elective offices. The answers are excerpted directly from the *Code of Iowa.* Citations are given after each item in the appenendices but references in the student activities are also keyed to this handbook's classification system.

Iowa Political Participation Handbook 1978 represents a resource not readily available to teachers of civics or government in Iowa schools. It suggests activities designed to clarify politics and the political process. It provides information which should help teachers explain portions of Iowa's election laws. It is a valuable addition to social studies materials for teachers intent upon upgrading their instructional programs.

Donald A. Scovel, Editor

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INTRODUCTION

This handbook has been developed to help teachers and students study and prepare to participate in state government. The materials are provided to supplement the national character of most government textbooks.

The use of this handbook is up to the discretion of individual teachers. Individual lessons may be used as supplementary material whenever they may be useful. However, many of the lessons are based on the concepts introduced in Part I, and teachers should be familiar with this section before using lessons in later sections.

The concept of political activities and many of the other concepts found in Part I, "Political Participation," are adopted from the *Comparing Political Experiences* materials developed by Judith Gillespie and Stuart Lazarus at the Social Studies Development Center at Indiana University. Those interested in an in-depth rationale for this approach to political education should read their article, "Teaching Political Participation Skills," in the October 1976 issue of *Social Education.*

A short annotated bibliography is provided at the end of each section. The bibliography is provided as a reference for those who want additional information or are interested in developing an in-depth unit on any of the section topics.

For help in building a rationale for citizenship education and political participation in your local school system, consult *Building Rationales for Citizenship Education,* James P. Shaver, ed. (Washington, D.C.: National Council for the Social Studies, Bulletin N. 52, 1977). Chapter 3, "Learning and Earning Citizenship Through Participation," provides a convincing rationale for participation activities.

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Section I
Political Participation

This section introduces the basic concepts of political participation, political resources, political organizations, political supporters and political bargaining. Activities are included to introduce each concept and to use it in an analysis and/or evaluation. A section is also provided for the students to develop their own case study applying the concept.

These materials were carefully developed to provide examples familiar to students. Their purpose is to help students understand the concepts and learn to apply them to their own political experiences. Teachers may want to follow up on these lessons by using class activities which involve students in a political process.

Be careful not to define "political activity" too narrowly. A political activity is "any activity through which things which people in a group value are distributed within the group." Therefore, political activities may take place in the family, the class, the school, the community, the state, the nation or the world. To encourage student political participation, begin with political groups students are most familiar with and move toward more unfamiliar political groups as the understanding and skills of the students increase.

POLITICAL RESOURCES
Exercise 1

At the end of this exercise you should be able to:

1. **Understand the political resources of wealth, status, skills, information and ideas.**
2. **Identify political resources that you and members of your class possess.**

Concepts

resource of wealth
resource of status
resource of skills
resource of information

Case Study

Jessica, a junior in high school, wants to use the family car on Saturday to attend a concert with friends. If she uses the car, her family will not be able to do their shopping on Saturday and her father will not be able to pick up the supplies he needs to begin a remodeling job in the basement. Jessica's father has recently been complaining about the large bills he is paying each month for gas. What political resources can Jessica use to influence this decision?

Code Reference

None

Decision-making Questions

1. If Jessica is employed, will she be able to use money to influence the decision?
2. If Jessica can enlist the support of her mother, will that support influence the decision?
3. What skills might Jessica have that would influence the decision? (Shopping skills, skills in picking up supplies, etc.)
4. What information might Jessica use to influence the decision? (Special sales on supplies or groceries, special information about the concert, etc.)
5. Where might Jessica go for ideas to help her influence the decision? (Friends, relatives, etc.)
6. What resources or combination of resources would be most effective in influencing the decision in the case study?
7. What resources would you use if you were Jessica?

Decision-making Notes

Definitions

1. **Political decision-making**: the process by which decisions are made concerning the distribution within a group of things the group values.
2. **Political resources**: things used to influence the decisions of a group concerning the distribution within that group of things of value. Common political resources are: wealth, status, skills, information and ideas. Examples, as applied to the case study:

A. **Wealth** - If Jessica offered to pay to fill the gasoline tank of the car, she would be using wealth to influence the decision.

B. **Status** - If Jessica gained the support of her mother, she would be using status (the important position of her mother in the family) to influence the decision.

C. **Skills** - If Jessica could do the shopping for remodeling materials and offered to do so, she would be using her skills as a resource to influence the decision.

D. **Information** - If Jessica found out that the store where a friend works was going to have a special sale on remodeling supplies on Monday and told her father about the sale, she would be using the resource of information to influence the decision.

E. **Ideas** - If Jessica suggested to her father that he use some materials they already have stored in the garage to give the basement an "old-fashioned look," she would be using the resource of ideas to influence the decision.

POLITICAL RESOURCES
Exercise 2

At the end of this exercise you should be able to:

1. **Illustrate in a case study the application of three or more of the political resources of wealth, status, skills, information or ideas.**

Concept

resource of wealth
resource of status
resource of skills
resource of information
resource of ideas

Case Study

Describe in writing or some other medium of communication a situation in which you or someone you know used political resources to influence the distribution of something of value within a group.

Code Reference

None

Decision-making Questions

1. What political resources were used to influence the decision in this case?
2. What political resources were not used?
3. Was the attempt to influence the decision successful?

Decision-making Notes

The basic resources that are used to influence decisions are the same in all groups, from children playing in the park to the United Nations. Think of comparisons between the way you used resources to influence decisions when you were a child and the way a city council or the Iowa General Assembly uses resources. Did you ever argue, "My mother said. . ." or "My father will. . ."? Have you ever heard a politicial say, "The governor will. . ." or "The governor said. . ."?

POLITICAL RESOURCES
Exercise 3

At the end of this exercise you should be able to:

1. **Demonstrate your ability to categorize political resources used in the campaign of a candidate or group in a school election.**

Concepts

resource of wealth
resource of status
resource of skills
resource of information
resource of ideas

Case Study

Use the form on the following page to develop a case study of a student council or class election describing the political resources contributed to the campaigns of one or more candidates. Describe activities which fall under each of the resource categories. Develop decision-making questions to follow the case study; for example, "Why did Marge Tomlin win the election?"

Code Reference

None

Decision-making Notes

This activity helps students visualize the wide variety of political resources that produce a successful political campaign; for example, the importance of both the skill of an artistic student in developing campaign posters and the status of the star basketball player to the total campaign effort.

POLITICAL RESOURCES
Exercise 3 - Develop your own case study

Case Study

Describe a case study situation for a student council or class election.

Code Reference

Provide reference to the student council constitution if it is important to the case study.

Decision-making Questions

Develop a set of decision-making questions to help you decide which resources were used in your case study.

POLITICAL ORGANIZATION
Exercise 1

At the end of this exercise you should be able to:

1. **Understand the role of political organizations and organizers.**
2. **Identify qualities of a good political organization and a good political organizer.**
3. **Identify good and bad organizations with which you have had experience.**

Concepts

political organization
political organizer
political party

Case Study

Mr. Crenshaw was in charge of planning the senior class trip for Newtown High School. In September he began planning the trip, a ten-day tour by bus from Newtown to Disney World in Florida. Parents and the administration would have to approve the trip. To gain their approval, Mr. Crenshaw selected five of the best public speakers in the class to speak to the administration and the PTA in support of the trip. He also asked several teachers to select educational activities and exhibits the students could visit to provide further rationale for the trip. He assigned the question of financing the trip to a committee of ten students who had been active fund raisers during their sophomore and junior years. Finally, he gave the class officers responsibility for coordinating the activities of each of the other groups.

In May, the seniors made their trip to Florida. It was one of the most successful class trips in Newtown High School history.

Code Reference

None

Decision-making Questions

1. What did Mr. Crenshaw do that made the class trip a success?
2. What qualities of good organization did Mr. Crenshaw display?
3. Was Mr. Crenshaw involved in a political activity? (Was Mr. Crenshaw involved with the process of making decisions for distribution of things of value within a group)?
4. What political resources were used to make the senior trip a success?

Decision-making Notes

Good organization requires group activities be planned, people be matched to tasks according to their skills, goals and priorities be clearly defined, clear roles be provided for individuals, and good working relationships be established among individuals. A good organizer:

a. plans activities
b. matches people and tasks
c. identifies goals and priorities
d. establishes good working relationships
e. defines clear roles for individuals

POLITICAL ORGANIZATION
Exercise 2

Concepts

political organizer
political organization

Case Study

Develop your own case study from a news article or your experience in school with a political organization or organizer. The case study should provide an example of good or bad organization or a good or bad organizer.

Decision-making Questions

Develop a set of decision-making questions to help you decide what the qualities of a good organization or organizer are.

POLITICAL ORGANIZATION
Exercise 3

At the end of this exercise you should be able to:

1. **Identify roles that individuals play in a political organization that prevent the organization from getting anything done.**

2. **Identify roles that individuals play in a political organization that assist the organization in getting things done.**

3. **Identify strategies that may be used to deal with individuals who prevent an organization from getting anything done.**

Concepts

dominator
attacker
irrelevant
blocker
special interest pleader
initiator
information seeker
orienter
summarizer
follower

Case Study

The student council of Mid-Iowa High School was meeting to discuss the problem of establishing a school soccer team and scheduling games with other schools. James Toone spoke first.

James: I suggest that we ask Mrs. Shermis to be the coach of our team and to help us organize. She has played soccer since she was a child and knows a lot about the game.

George: I go along with that. She's really good.

Toni: We can't have a coach without a team. That's stupid. Besides, Mrs. Shermis isn't very popular with the students. I know my friends and I would never join the team if she were coach. She's such a boring teacher and nobody likes French class, anyhow.

Joan: My father was in France once. He says it's really a neat country. Did you know they don't even play baseball, basketball or football there?

Sharon: We are really concerned with the problem of getting a team organized. What should be our first step?

Mike: You hit it on the head, Sharon. Now I believe the first step should be to raise some money for equipment. To select a coach or organize a team without equipment is stupid.

Shane: What would it cost to buy equipment for a soccer team?

James: I'm not sure. I suggest that we appoint a committee to investigate the cost and a second committee to talk to Mrs. Shermis and see if she would be interested in being faculty sponsor.

Mike: That's really stupid, Jim. All that will do is waste time. Let's start making plans for raising money so we can get started next week.

Ted: We seem to have three suggestions: 1) to see if Mrs. Shermis will be the faculty sponsor, 2) to investigate the cost of equipping a team, and 3) to start raising money to pay for the equipment.

Joan: My father said that in France they use francs for money instead of dollars, and it is really hard to get used to. It must be really hard to live for a long time in another country. I wonder if Mrs. Shermis was ever in France?

Sharon: I believe we were considering Jim's suggestion. What was your suggestion again, Jim?

James: I suggested we appoint two committees, one to investigate costs and one to talk with Mrs. Shermis.

Toni: I won't go along with that at all. Mrs. Shermis is so boring, she's not worth talking to.

Carol: I really believe my father should be the coach. He was on a service team in the Army and was a P.E. minor.

Shane: Who else might be qualified as a coach?

Toni: Anyone but that dumb Mrs. Shermis.

Ted: We have two suggestions for coach–Mrs. Shermis and Carol's father, Mr. Thompson.

James: I suggest we appoint some committees and set a date for our next meeting.

George: I second that suggestion.

Mike: We have to start raising money.

Joan: Boy, I wish I had the money to go to the show tonight. There is a Robert Redford movie on that I'd really like to see. He's dreamy.

Sharon: We have a motion to appoint some committees. It seems that we need a committee to interview possible faculty sponsors, a committee to determine the cost of equipping a team, and a committee to consider ways to raise money.

James: I call for a vote on the motion to establish committees.

George: I second that motion.

Decision-making Questions

1. What role did James play in the meeting?
2. Did George do anything positive in the meeting? What?
3. Who caused the most problems for the group?
4. Who kept the group concentrated on the issue they were discussing?
5. What role did Toni play in the meeting?
6. What did Shane do in the meeting?
7. What was Carol's interest at the meeting?
8. How might the group make unproductive members productive?
9. What tasks or roles might they be assigned?
10. How would you make the various members of the Mid-Iowa High School student council more productive?

Individuals playing the following roles often serve to stop action by a political organization:

1. **Dominator**: an individual who attempts to get his/her own way or only is willing to follow his/her own proposal. Often uses flattery, authoritative behavior or sarcasm. Downgrades the contributions of others.
2. **Attacker**: a person who always attacks the ideas of others and is negative.
3. **Irrelevant**: a person who is always talking about something not related to the topic under consideration.
4. **Blocker**: a person who tries to stop action by the group. Argues, rejects ideas and deals in personalities. Interferes with progress.
5. **Special Interest Pleader**: a person who tries to gain action favorable to a special group, project or person, regardless of the group's wishes.

Individuals playing the following roles often serve to promote action or assist the group in solving a problem:

1. **Initiator**: a person who suggests ideas, proposes a solution or calls for action.
2. **Information Seeker**: a person who asks for facts or seeks clarification. Helps the group see the need for further information before making a decision.
3. **Orienter**: a person who helps the group define its position in relation to its goals. Often raises questions about the direction the group is going.
4. **Summarizer**: a person who pulls together ideas, suggestions, comments and information to help the group understand where it is.
5. **Follower**: a person who goes along with the group or members of the group. Provides support for the active members of the group.

POLITICAL ORGANIZATION
Exercise 4

At the end of this exercise you should be able to:

1. **Demonstrate your ability to evaluate a political organization according to the criteria for a successful organization by evaluating a political organization within the school or local community**

Concepts

political organizer
political organization

Case Study

Observe meetings of a particular political organization within your school (student council, administration, teacher's group, clubs, etc.) or within the local community (Chamber of Commerce, city council, board of supervisors, political party central committees, etc.).

Decision-making Questions

1. Did the group have clearly identified goals and objectives?
2. Did the group have planned activities, or did they develop planned activities, to reach their goals and objectives?
3. Were members of the group matched to particular tasks according to their abilities?
4. Were the roles of the members of the group clearly identified in relation to their task?
5. Were there good working relationships among the members of the group?
6. Do you predict that the group will be successful in reaching its goals and objectives?

Decision-making Notes

Remember that a political activity is an activity "through which things people in a group value are distributed within the group."

POLITICAL ORGANIZATION
Exercise 5

At the end of this exercise you should be able to:

1. **Determine the goals and objectives of political parties from their party platforms.**

Concepts

political organization
political party

Case Study

Acquire a copy of the party platform for the Republican or Democratic Party, or any other party in which you are interested. Read the platform looking for goals, objectives and priorities.

Code Reference

None

Decision-making Questions

1. What are the goals and objectives of the political party?
2. Are those goals and objectives clearly defined?
3. Are the goals and objectives given priority ranking?

Decision-making Notes

A good political organization has clearly defined goals and priorities. These enable the organization to develop a plan of action. After completing the activities above, students should decide whether the political party is a good or bad political organization.

POLITICAL ORGANIZATION
Exercise 6

At the end of this exercise you should be able to:

1. **Determine the structure of the county central committees and the role of these committees in political party organization.**

Concepts

political party
political organizer

Case Study

Tape record an interview with the county central committee chairs for the Democratic and Republican parties or invite the central committee chairs to speak to the class.

Note: Remember to request permission before taping the interview.

Code References

43.4, 43.99, 43.100, 43.11 (See Appendix A, Section IV, A, D, E, page 81)

Decision-making Questions

1. Who chairs the Democratic and Republican central committees?
2. Who is the central committee member for each party for your precinct?
3. What are the goals and objectives of the central committee?
4. What are the duties of the county central committee members and the central committee chair?
5. Are the roles of the committee members and the chair clearly defined?

Decision-making Notes

A good political organizer plans activities, matches people to tasks, identifies goals and priorities, establishes good working relationships among individuals, and defines clear roles for individuals. These criteria should be used to structure questions for the central committee chairs.

POLITICAL ORGANIZATION
Exercise 7

At the end of this exercise you should be able to:

1. **Evaluate for yourself the definition of "political party" in Iowa law.**

Concepts

political party

Case Study

Eugene McCarthy, a Democratic primary candidate for nomination as President of the United States in 1968, was dissatisfied with the candidates for President in 1976. He formed his own political party and attempted to establish himself as a candidate for President in each of the states.

Code Reference

The term "political party" shall mean a party which, at the last preceding general election, cast for its candidate for President of the United States or for Governor, as the case may be, at least two percent of the total vote cast for all candidates for that office at that election. (CI 43.2).

Decision-making Questions

Should McCarthy's new political party be included on the Iowa ballot?

POLITICAL SUPPORT
Exercise 1

At the end of this exercise you should be able to:

1. **Give examples of successful and unsuccessful political supporters.**
2. **Give reasons for laws regulating the activities of political supporters.**
3. **Evaluate the fairness of regulations on the activities of political supporters.**

Concepts

political supporter
political advertisements

Case Study

Syril and Jason were concerned about the campaign to pass returnable bottle legislation in Iowa and decided to work with a group to support the legislation. One of the group's first activities was to hand out leaflets providing reasons why such legislation was needed. The group was directed to ask permission before handing out leaflets on private property, to be friendly and not to argue with anyone over the issues. Jason was assigned an area near a neighborhood supermarket and Syril was assigned a downtown area.

On the day that the leaflets were to be distributed Jason woke up late, decided to wash his car, ate lunch without hurrying and finally arrived at the supermarket at 2:30 p.m. He began sticking leaflets on the windows of cars in the parking lot. As people came out they pulled off the leaflets, looked at them quickly and discarded them on the lot. Soon the wind scattered the leaflets across the parking lot and into a neighboring yard.

The neighbors complained to the store owner who angrily walked to the parking lot. She found Jason placing leaflets on the cars and became angry as she looked at one of the leaflets. She opposed returnable bottles. An angry argument between her and Jason developed and Jason was finally ordered from the property by the store's security officer.

The same day, Syril woke early and went downtown to the city hall. She checked with the officials to determine if it was legal for her to hand out leaflets in the downtown area. She went downtown, and entered a store and asked to see the manager. She explained her activity to the manager and asked if he would be disturbed if she passed the leaflets out on the sidewalk in front of the store. With his permission, she took a position near the door. She approached people politely, explained her concern and asked them to take a leaflet. If they refused, she thanked them for their time and allowed them to go on their way.

Code Reference

None

Decision-making Questions

1. Is Jason or Syril a better political supporter?
2. What did Syril do differently from Jason?
3. Which of the following terms best describe Syril and which best describe Jason?

punctual	tardy
hard worker	lazy
polite	impolite
well prepared	unprepared
follows directions	does not follow directions

4. What qualities do you believe a good political supporter should have?

POLITICAL SUPPORT
Exercise 2

At the end of this exercise you should be able to:

1. Evaluate the effectiveness of political supporters working on a campaign.

Concepts

political supporter

Background Material

The questions in the following activity may be partially answered by following the media coverage of a campaign. Further information may be gathered by inviting directors of a campaign to speak or by asking students to interview and tape record participants in the campaign.

Case Study

Select a current election campaign or a campaign on a public issue (nuclear power plant moratorium, Equal Rights Amendment, school tax referendum, etc.). Identify political supporters on each side and compare the qualities of the supporters with those identified as qualities of a good political supporter.

Code Reference

None

Decision-making Questions

1. Do the supporters keep appointments?
2. Do the supporters provide important information?
3. Does the campaign have high personal importance for the supporters?
4. Do the supporters spend extra hours on the campaign?
5. Do the supporters work well with others?
6. Are there disputes among the supporters?
7. Do the supporters spend too much time with groups who already agree or disagree strongly with their position?
8. Do the supporters make sure that information is provided to people at the right time?
9. From the information on supporters that you have gathered, which side do you believe will win?

POLITICAL SUPPORT
Exercise 3 - Develop your own case study

Case Study

Describe the activities of a group of political supporters in your school or community.

Decision-making Questions

Develop a set of decision-making questions to help you decide on the effectiveness of the political supporters described in your case study.

POLITICAL SUPPORT
Exercise 4

At the end of this exercise you should be able to:

1. **Determine the legality of a campaign contribution**

Concepts

political supporter
political advertisement

Case Study

Jesse Thrasher is a candidate for the Iowa House of Representatives. His father-in-law has offered to air advertisements for Jesse's campaign on his television station for free. However, he does not want it known that he contributed the advertisements for fear of offending some sponsors. Jesse is not sure he can accept the contribution.

Code Reference

56.15, 56.3, 56.6, 738.22 (See Appendix A, Section III, B, C, D, H, pages 75-78)

Decision-making Questions

1. Should Jesse accept the contribution?
2. May Jesse's father-in-law legally contribute the advertisement without identifying himself as the sponsor?
3. Should sponsors of political advertisements be identified? Why or why not?
4. What political resources must an individual candidate have or acquire to get a television advertisement aired?

POLITICAL SUPPORT
Exercise 5

At the end of this exercise you should be able to:

1. **Determine the best use of a given, limited budget for television and radio advertising.**

Concept

political advertisement

Case Study

If he does not advertise during prime time, Jesse Thrasher can afford to buy 84 one-minute political advertisements on radio or 42 one-minute political advertisements on television, or some combination of the two (each one minute of television advertising will reduce by two minutes the time available for radio advertising). Prime time advertising on radio (between 3:30 and 6:30 p.m. or 7:00 and 9:00 a.m.) will cost twice as much as non-prime time advertising. Prime time television advertising (between 6:00 and 11:00 p.m.) will cost eight times as much as non-prime time radio advertising.

Code Reference

None

Decision-making Questions

How would you advise Jesse to spend his advertising budget?

1. How many days or weeks before the election would you suggest advertising?
2. How many advertisements would you suggest presenting each day?
3. What time of day would you suggest advertising?
4. In conjunction with what type of programs would you suggest advertising?
5. Would you suggest television or radio advertising, or some combination?
6. What political resources would you use to advise Jesse?

Decision-making Notes

Advertising will have the most impact if it is done near the time of the election. However, individuals may not identify with the candidate if they do not receive information about him/her earlier in the campaign.

Reaching individuals who are most likely to vote is an important consideration in developing an advertising campaign. What age groups are most likely to vote? People employed in what occupations vote most frequently? What do people in these occupations listen to or watch? These are important questions to ask when planning an advertising campaign.

You should also consider at which time you are likely to reach the greatest number of people. Do you think it would make a difference if Jesse Thrasher was a candidate in a rural or urban area? Would you advise a different time for advertising if you knew Jesse was a candidate in an area where the majority of people were farmers?

POLITICAL SUPPORT
Exercise 6

At the end of this exercise you should be able to:

1. **Develop a one-minute campaign advertisement for a candidate for the Iowa General Assembly.**

Concept

political advertisement

Case Study

Develop a script for a one-minute campaign advertisement. Practice reading the script to make sure it is only one minute long. Record it and play it along with advertisements developed by other students to your class. Ask them which candidate they would vote for.

Decision-making Questions

1. What qualities, ideas, positions or background information will you present?
2. What information will you not present?
3. Who will you have read the script for the recording? Why?
4. What political resources did you make use of in preparing the script?

POLITICAL SUPPORT
Exercise 7

At the end of this exercise you should be able to:

1. **Evaluate the fairness of federal laws providing resources to political parties.**

Concept

political party

Case Study

The role of supporter involves using political resources to back particular political organizations, candidates or advocates of a position. Political supporters usually work through political parties. Recently laws have been passed at both state and federal levels to regulate the activities of political supporters.

In 1974, Congress passed the Federal Election Campaign Act which sought to impose controls on campaign practices to prevent further "dirty tricks" such as those used during the 1972 Presidential campaign. In addition, the bill sought to prevent special interests from channeling enormous wealth into political campaigns.

The Federal Election Campaign Act divides political parties into three groups: major parties, parties receiving at least 25 percent of the popular vote in the last Presidential election; minor parties, parties receiving between 5 and 25 percent of the popular vote in the last Presidential election; and new parties, parties receiving less than 5 percent of the popular vote. The bill provides flat grants of $20,000,000 to subsidize the campaigns of each major party Presidential candidate. Minor party candidates receive a subsidy based upon the party's proportionate showing in the last Presidential election. New parties receive no subsidy until the Presidential election following a Presidential election in which they receive 5 percent of the vote.

Code Reference

Federal Election Campaign Act of 1974

Decision-making Questions

1. Who does this form of subsidy benefit? Who does it place at a disadvantage?
2. Which Presidential candidates have the greatest advantage in acquiring funds for their support?
3. What is the difference in the status of parties labelled "major," "minor" and "new"?
4. Does the Presidential Election Campaign Act of 1974 provide for a fair distribution of political resources?
5. If you were a Presidential candidate for a "new" party, what resources would you need to depend upon?

POLITICAL BARGAINING

Exercise 1

At the end of this exercise you should be able to:

1. **Identify political convincing, confronting and trading.**
2. **Give examples of political convincing, confronting and trading.**

Concepts

convincing
confronting
trading

Case Study I

Martha wants to go to an ice skating party Friday evening. However, if she goes she must use the family car. Her brother, Tom, already has plans to use the car that evening. Martha tells Tom that she will arrange a date for him with her friend, Julie, on Saturday night if he will let her use the car Friday.

Case Study II

Toni's parents are planning a family reunion on Sunday and expect all of the family to attend. However, Toni is planning to compete in a swimming contest that day. Toni argues that not competing in the swimming contest may cost her a position on the school's swimming team and a chance to improve her swimming ability before the swimming season begins.

Case Study III

Dave and Lee are both members of the student council at their school and both serve on a committee planning an all school dance. The committee is trying to decide whether to hire a band for the dance or use a discotheque format with a local disc jockey. Dave advocates the discotheque format and Lee is undecided, but leaning toward a band. Dave points out that the minimum cost for a good band is $200 and that the disc jockey will appear free. He also argues that the best band in the area already has a commitment at another school that night, and that the musical abilities of the bands available are not notable.

Code Reference

None

Decision-making Questions

1. How did Martha influence Tom's decision in Case I?
2. How did Toni influence her parents' decision in Case II?
3. How did Dave influence Lee's decision in Case III?

Decision-making Notes

Three methods of political bargaining are: convincing, trading and confronting. Convincing requires an individual to demonstrate to others that his/her position supports more important goals or is more significant than another position, is more likely to succeed, is more logical, or is supported by more evidence than another position. Usually, convincing includes demonstrating to others that the alternative position or positions are faulty, i.e., refuting the opposing arguments.

Trading involves exchanging something of value that another person wants for support for a position. Individuals trading do not reach an agreement on a position, rather, one exchanges support for something else of value (some other political resource). Often trading involves support for a position in exchange for support for another position.

The third bargaining method, confronting, involves taking a firm stand against another position. Confronting usually does not result in people agreeing that one position is the **best** position, rather, that one position is **better** than another. An advocate uses a confrontation to bring others to focus on the negative consequences of an alternative position.[1]

[1] Gillespie, Judith A., and John J. Patrick. *Comparing Political Experiences, Unit Two: Using Political Resources.* (Bloomington, Indiana: High School Political Science Curriculum Project, 1976), pp. 199-200.

POLITICAL BARGAINING
Exercise 2 - Develop your own case study

Case Study

Use a situation which you witnessed or were involved with personally or a news story to develop a case study about political bargaining.

Decision-making Questions

Develop a set of questions about political bargaining to be answered after reading your case study.

POLITICAL BARGAINING
Exercise 3

At the end of this exercise you should be able to:

1. **Demonstrate your ability to analyze the bargaining methods used by advocates in election campaigns or debates on public issues by giving examples of each method in coverage of the campaign or debates by the news media.**

Concepts

convincing
confronting
trading

Case Study

Select an election campaign (primary or general election) or a public issue being debated at the local, state or national level, which interests you. Follow the campaign or debate for one week and look for examples of each form of bargaining. Keep records of the bargaining methods used and develop an oral or written report upon them.

Code Reference

None

Decision-making Questions

1. Which candidate or advocate used political trading? When?
2. Which candidate or advocate used political convincing? When?
3. Which candidate or advocate used political confronting? When?
4. Which bargaining methods were most successful?
5. Which bargaining methods were least successful?
6. Were the bargaining methods used appropriate for the situation in which they were used?

POLITICAL BARGAINING
Exercise 4

~~At the end of this exercise you should be able to:~~

1. **Demonstrate your ability to distinguish between positive and negative bargaining tactics by providing examples of each.**

Concepts

appeals to emotion
providing evidence only on one side of an issue
failure to make a clear statement
multiple trading
reliance on confrontation

Case Study

The school board of the Lincoln Community School District met on Thursday evening to determine whether the school system should continue to support a high school football team. Mr. Davis, a local banker, was the first to speak at the meeting.

Mr. Davis: I find it completely immoral for this board to continue to support a football team. The game only encourages violence on the part of students, and it is extremely dangerous. We all remember the Moreley boy, very promising young man and a really good athlete, who had his leg injured and can hardly walk. He couldn't even pass the physical to join the Army. It's really unpatriotic to support a game that deprives our country of good leadership like that.

Mr. Jefferson, a local insurance salesman and ex-football star, spoke next.

Mr. Jefferson: I hope you won't listen to Mr. Davis; we all know that he's so tight, he squeaks. He's just afraid that we'll have to pay some extra money for new uniforms and hopes to save a few dimes by not paying a couple of coaches.

Mrs. Thomas, a local lawyer, was next to address the board meeting.

Mrs. Thomas: I really believe we must have a football team. Athletics have always been an important source of scholarships for our students. If scholarships were not available many students would not make it to college.

Mr. Davis: What is your position, Mr. Gorman?

Mr. Gorman is a local merchant who hopes to be elected next president of the school board.

Mr. Gorman: Well, Mr. Davis, I can see that football is sometimes dangerous. I remember the number of players that were taken off the field in the Super Bowl Game. It is expensive also, but it does provide scholarships for students and entertainment for our citizens on Friday night.

Mr. Davis: Now, Mr. Gorman, you and I both know that you want to be president of this board. I promised you my support and you agreed to support my effort to cut the costs of this school system. . .

Mr. Jefferson: And, Mr. Gorman, I promised you my support and you agreed to support my efforts to have a strong athletic department at the high school.

Decision-making Questions

1. What tactic did Mr. Davis use to try to influence the decision? What feelings did he appeal to?
2. What evidence did Mrs. Thomas present? Are there questions that she did not answer? Did she give a full picture of the situation?
3. What tactic did Mr. Jefferson use to support his position in his first speech?
4. What is Mr. Gorman's position?
5. What is Mr. Gorman's problem?

Decision-making Notes

Common political bargaining tactics include:

1. **Appeals to emotion.** One means of advocating a position is to know the feelings of a group about an issue and to appeal to their emotional reactions. Appeals to emotion often include reasoning based on stereotypes or prejudices of the group. Common examples include: "Everytime there is a Democratic President, there is a war," and "Everytime there is a Republican President, we have a depression or financial problems."
2. **Providing evidence on only one side of an issue.** Often advocates presenting their position on an issue and reasons for that position will speak as if there is only one side to the issue or one set of evidence concerning it. Their arguments may be carefully structured and logical, but they do not address counter examples or objections to the position. Many of the arguments presented on each side of the current nuclear power debate provide evidence supporting only one side of the issue.
3. **Failure to make a clear statement on an issue.** Advocates seeking a wider base of support often avoid stating a clear position on an issue. They know the feelings of their audience on the issue, but they also know the feelings of opposing groups. To avoid alienating any group, an advocate will avoid clearly stating his/her own position. He/she will speak in generalities, appeal to broad values and avoid addressing the issue or confronting the position of an opponent.
4. **Multiple trading.** Multiple trading involves trading simultaneously with several different individuals or groups to gain wide support. One danger to this approach is that an individual trading with several groups may be forced to change his/her position drastically or may become involved in so many compromises that he/she no longer has an independent position on any major issue. In addition, an advocate may end up supporting contradictory positions, for example, supporting increased emphasis on the use of rail transportation and supporting a restriction of the use of fuel taxes for the construction of highways.
5. **Reliance on confrontation.** An advocate can use the tactic of multiple confrontations to avoid taking a stand on an issue. An advocate using this tactic hopes to gain support through a negative process, i.e., the advocate seeks to gain support by convincing others **not** to support his/her opponents. In this process, the advocate places little emphasis on the positive aspects of his/her own position.

Suggested Activity

Develop a bulletin board display. Place a title for each bargaining tactic on the board and post examples of each under the appropriate title as they are brought to class.

POLITICAL BARGAINING
Exercise 5

At the end of this exercise you should be able to:

1. **Demonstrate effective lobbying procedures in a role-playing situation.**

Concept

lobbying

Case Study

Lobbying is a form of political bargaining. The term is taken from the practice of standing in the lobby of the chambers where a legislative body meets and waiting to speak with legislators about a particular piece of legislation. The term is widely used to describe any activity aimed at influencing the decisions of a public official or rule-making body.

"Lobbyist" is a term applied to those people who seek to influence the decisions of public officials. Lobbyists represent special interests and may be either paid professionals or volunteers representing a particular segment of the community. Lobbyists may conduct their activities face-to-face, over the phone, by telegraph, by letter, or by a combination of these methods.

Although "lobbying" and "lobbyists" are terms that evoke negative reactions, lobbying is not an illegal or unethical act. Lobbying is a necessary part of our political system and provides two important resources to legislators; notice of the positions taken by significant interest groups within the community (local, state or federal) and important information about particular issues. It is impossible for public officials to be experts on each issue on which they must make decisions. Therefore they must have sources of reliable information. Lobbyists provide this resource (in terms of political resources we are speaking of ideas and information).

Any individual can serve as a lobbyist. Lobbying requires only minimal training and a decision to use political resources in this fashion.

To gain a better understanding of lobbying, try role playing. Consider the issue of eliminating mandatory school attendance until age 16, or any other issue you choose. Assign one person the rule of a lobbyist opposing elimination of the requirement and one the role of a lobbyist supporting its elimination. Assign one person the role of a legislator who opposes elimination of the requirement; one, the role of a legislator who supports its elimination; and three persons, the roles of legislators who are undecided. The rest of the class should evaluate the effectiveness of the lobbyists.

Provide 10 minutes for preparation and 15 minutes for lobbying. During the preparation time the legislators should prepare their positions and questions, and the remainder of the class should prepare criteria for evaluation.

Decision-making Questions

1. Did the lobbyists spend too much time with those individuals who have already decided their position?
2. Did the lobbyists clearly present their position and the evidence supporting that position?
3. Did the lobbyists ask what the legislator's position was?
4. Did the lobbyist recognize the opposing position?
5. Did the lobbyists argue needlessly?
6. Were the lobbyists polite?

7. Did the lobbyists mention others who supported their position?

8. Did the lobbyists thank the legislators for their time?

Bibliography

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Section II
Voting and Elections

Voting is not a right extended to every individual in our society. Rather, it is a privilege offered to responsible citizens.

This section asks students to make judgments regarding voter qualifications. It also provides exercises to help students develop the skills and knowledge necessary to vote intelligently in today's society.

Teachers should refer to Appendix A, "Election Laws," for technical requirements of the law or for a more precise explanation of laws regarding elections. However, students will need help interpreting the technical language of the law found in that section.

One exercise in this section suggests that students volunteer to assist in the voter registration drive. If the class tries this, students should study the exercises on voter registration and practice voter registration procedures in the classroom before approaching eligible electors.

Another exercise helps students develop a logical system for predicting who will probably win an election. The final series of exercises in this section are provided to help students make decisions regarding voting, such as decisions to vote or not to vote, to vote a straight or mixed ticket, or which individual candidates to vote for. Teachers should help students make their own decisions regarding each of these questions, especially the question of whether to vote. Encourage students to examine such assumptions as, "A good citizen always votes," or "Why should I vote? My vote won't count anyway."

VOTER REGISTRATION
Exercise 1

At the end of this exercise you should be able to:

1. **Evaluate the fairness of Iowa election laws relating to voter registration.**

Concepts

voter registration
registered voter
voter qualifications
elector

Case Study I

Eric, at age 16, along with several other youths, robbed a local supermarket. One of the youths was armed with a small pistol. Upon arrest, each of the youths was charged with armed robbery. Eric was convicted and sentenced to five years in the State reformatory. He served two years and was paroled for good conduct. He completed high school and is enrolled at a community college.

Code Reference

The *Constitution of Iowa* denies the vote to the following people: Disqualified Persons. No idiot, or insane person, or person convicted of any infamous crime shall be entitled to the privilege of an elector. (*Constitution of Iowa*, Article II, Sec. 5)

Decision-making Questions

1. Is Eric allowed to vote?

2. Should Eric be allowed to vote?

Decision-making Notes

The current Iowa Constitution was adopted in 1857. In the Constitution, as originally ratified, the right of suffrage (right to vote) was restricted to white, male citizens. This restriction was in keeping with the commonly held belief that the right to vote was a privilege to be exercised only by white males.

The belief that persons who demonstrate anti-social behavior should not be allowed to vote follows from the idea that voting is a privilege. The revocation of that privilege is an additional punishment imposed on persons convicted of felonies.

John Locke's "social contract" theory takes a philosophical view of the situation. According to Locke, each individual has a contract with society. If an individual breaks the law, and thus violates the basic agreements of the contract, that individual no longer has the right to privileges guaranteed in that contract.

Case Study II

Helen was displeased with the choice of candidates in the last Presidential election and with the choice of candidates in the Congressional election held two years later. Therefore, she did not vote in either election. She has decided to voice her protest against both the Republican and Democratic candidates in the next election by voting for Socialist Party candidates.

Code Reference

The registration of a qualified elector shall be cancelled in the following instance: .the elector fails to vote in the preceding four consecutive calendar years. (*Code of Iowa*, Vol. I, Chapter 48.31)

Decision-making Questions

1. Should Helen be required to re-register to vote before she may vote? (Note: By law Helen is required to register again; the question is whether the law is fair).

Decision-making Notes

In other democracies, the government assumes the responsibility for registering eligible voters. The United States is unique in that here the responsibility for registration lies with the voter. U. S. registration procedures require an active effort on the part of the potential voter. Many election analysts have concluded that U. S. registration procedures are the single largest obstacle to increased voter participation.

VOTER REGISTRATION
Exercise 2

At the end of this exercise you should be able to:

1. **Demonstrate how to complete a voter registration form.**

Concept

registered voter

Student Activity

Obtain a post card registration form from your county auditor or city clerk. Complete the form and check with your teacher to see that it is correct.

Code Reference

48.3 (See Appendix A, Section I, F, page 71.)

Decision-making Questions

1. Will you register to vote?

VOTER REGISTRATION
Exercise 3

At the end of this exercise you should be able to:

1. **Complete a voter registration drive within your school community.**

Concepts

political canvass
registered voter

Student Activity

Conduct a voter registration drive to urge all persons in the school community who will be eligible to vote in the next election to register.

Code Reference

Basic Information:

1. **Who is eligible to vote in Iowa?**

The 26th Amendment to the U. S. Constitution sets 18 as the uniform voting age for all state and federal elections. In compliance with the Constitution, Iowa has set the following requirements:

a. Every U. S. citizen, 18 or older, who is an Iowa resident is an eligible elector.

b. Every qualified elector of the State must have only one voting residence.

c. Every U. S. citizen, 18 or older, is presumed to have a residence some place in the United States for the purpose of voting for the President and Vice President of the United States.

d. A person's residence, for voting purposes only, is the place the individual declares is home and where he or she intends to remain.

e. Every eligible elector must register according to the provisions of Chapter 48 of the *Iowa Code* to qualify in an election.

2. **How do you register to vote?**

Eligible electors may register to vote with the commissioner or deputy commissioner of registration in their home county. Individuals under 18, who are otherwise eligible to vote, may register in their home county any time during the six months preceding their 18th birthday.

3. **When may a person register to vote?**

Registration in a precinct closes at 5:00 p.m. 10 days before an election. The commissioner's office must be open from 8:00 a.m. until at least 6:00 p.m. on the final day of registration for each regularly scheduled election.

Electors may register after registration is closed in their district for a given election, but their registrations will not become effective until the precinct opens again for registration after the election. (*Code of Iowa*, Volume I, Chapter 48.11, page 252, 1975).

4. **Under what conditions may a voter registration be cancelled?**

The registration of a qualified elector will be cancelled in the following instances:

a. The elector fails to vote in the preceding four consecutive calendar years.

b. The elector registers to vote in another place.

c. The elector does not record a change of address.

d. The elector dies.

e. The elector is convicted of an infamous crime or felony.

Whenever a person's registration is cancelled, the commissioner of registration sends notice of the cancellation to the registrant at his or her last known address, as shown on the registration records. The notice is sent by first class mail and bears the words "Please Forward." No notice is sent when the cancellation is due to death or conviction of an infamous crime or felony. (*Code of Iowa*, Volume I, Chapter 48.31, pages 254-255, 1975).

Decision-making Questions

1. What procedures will you use to determine who is and is not registered to vote?

2. How will you influence those who are not registered to complete a post card registration?

Decision-making Notes

Study post card registration forms and the information about voter registration provided above. Be prepared to answer questions about registration. Practice in the classroom the procedures you will use when you canvass the school community in groups of two.

VOTER REGISTRATION
Exercise 4

At the end of this exercise you should be able to:

1. **Analyze registration information and develop general descriptions of the registered voter and the eligible, but not registered voter in your neighborhood or community.**

Concepts

political canvass
eligible voter
registered voter

Student Activity

1. Interview at least three individuals over 18 years of age.

2. Collect the following information:

   a. Sex
   b. Age
   c. Race
   d. Registered to vote? If not, why not?

3. Compile a class chart of information gathered from those interviewed. Using the information, describe the average registered and non-registered person for this group.

Code Reference

None

Decision-making Notes

A political canvass can be used to determine who has registered to vote and who has not. A political canvasser tries to insure that voters supporting his or her candidate or issue register to vote and then vote on election day. A canvasser also tries to persuade undecided voters to support a given candidate or issue by giving them favorable information about the candidate or issue.

VOTING
Exercise 1

At the end of this exercise you should be able to:

1. **Describe the "average voter" and the "average non-voter."**

Concepts

voter
non-voter

Case Study

Study the following U. S. Bureau of the Census information and from it develop a description of the "average voter" and the "average non-voter."

Number of Eligible Voters in the United States
1972 and 1976 Presidential Elections
(Estimated)

1972				
Characteristic	**Persons of Voting Age (mil)**	**Persons reporting they voted**		**Percent reporting they did not vote**
		Total (mil)	**Percent**	
TOTAL	136.2	85.8	63.0	37.0
Male	63.8	40.9	64.1	35.9
Female	72.4	44.9	62.0	38.0
White	121.2	78.2	64.5	35.5
Black	13.5	7.0	52.1	47.9
Spanish origin				
18-20 years old	11.0	5.3	48.3	51.7
21-24 years old	13.6	6.9	50.7	49.3
25-34 years old	26.9	16.1	59.7	40.3
35-44 years old	22.2	14.7	66.3	33.7
45-64 years old	42.3	30.0	70.8	29.2
65 years and over	20.1	12.7	63.5	36.5
Median age	42.4	44.9		
Metropolitan residence	99.2	63.8	64.3	35.7
Non-metropolitan residence	37.0	22.0	59.4	40.6
North and West residence	93.7	62.2	66.4	33.6
South residence	42.6	23.6	55.4	44.6
Years of school completed:				
8 years or less	28.1	13.3	47.4	52.6
9-11 years	22.3	11.6	52.0	48.0
12 years	50.7	33.2	65.4	34.6
More than 12 years	35.1	27.7	78.8	21.2
Employed	80.2	52.9	66.0	34.0
Unemployed	3.7	1.9	49.9	50.1
Not in labor force	52.3	31.0	59.3	40.7

Source: U. S. Bureau of the Census, *Current Population Reports,* series P-20, Nos. 192 and 253. Figures are based on a population sample and differ from those based on population estimates and official vote counts.

1976				
Characteristic	Persons of Voting Age (mil)	Persons reporting they voted		Percent reporting they did not vote
		Total (mil)	Percent	
TOTAL	146.6	86.7	59.2	40.8
Male	69.0	41.1	59.6	40.4
Female	77.6	45.6	58.8	41.2
White	129.3	78.8	60.9	39.1
Black	14.9	7.3	48.7	51.3
Spanish origin	6.6	2.1	31.8	68.2
18-20 years old	12.1	4.6	38.0	62.0
21-24 years old	14.8	6.8	45.6	54.4
25-34 years old	31.5	17.5	55.4	44.6
35-44 years old	22.8	14.4	63.3	36.7
45-64 years old	43.3	29.8	68.7	31.3
65 years and over	22.0	13.7	62.2	37.8
Median age	41.5	45.1		
Metropolitan residence	99.6	58.9	59.2	40.8
Non-metropolitan residence. .	47.0	27.8	59.1	40.9
North and West residence . . .	99.4	60.8	61.2	38.8
South residence.	47.1	25.9	54.9	45.1
Years of school completed:				
8 years or less	24.9	11.0	44.1	55.9
9-11 years	22.2	10.5	47.2	52.8
12 years.	55.7	33.1	59.4	40.6
More than 12 years	43.7	32.2	73.5	26.5
Employed	86.0	53.3	62.0	38.0
Unemployed.	6.4	2.8	43.7	56.3
Not in labor force	54.1	30.6	56.5	43.5

Source: U. S. Bureau of the Census, *Current Population Reports*, series P-20, Nos. 192 and 253, and forthcoming report *Statistical Abstract of the United States*, p. 508.

Code Reference

None

Decision-making Questions

1. What groups in the United States are most likely to vote?

2. What groups in the United States are most likely not to vote?

3. Describe the average voter.

4. Describe the average non-voter.

5. Is the average non-voter provided representation in government?

VOTING
Exercise 2

At the end of this exercise you should be able to:

1. **Decide whether to vote on the basis of the costs and benefits of voting.**

Concepts

cost of voting
benefits of voting

Case Study

Discuss the attitudes expressed in the following quotes about the costs and benefits of voting.

In *Time,* Nov. 15, 1976, pg. 20, the following viewpoints on not voting were reported:

1. "I consider it my duty as a good citizen not to vote. If 60 percent of the county did not vote, it might shake up the political process, and that would be fine because it needs shaking up." (Manhattan ad executive)
2. "I'm expressing an opinion. I'm stating that both are bad." (Manhattan fund raiser)
3. A Nebraska stockbroker suggested that voting booths be outfitted with a category labelled 'NONE OF THE ABOVE.' "If 'NONE OF THE ABOVE' wins it, then start over until we come up with decent candidates."
4. Ogden Nash, in a put-down of non-voters: "They have such refined and delicate palates that they can discover no one worthy of their ballots, and then when someone terrible gets elected they say, 'There, that's just what I expected!' "

The following article from the *Des Moines Tribune* reflects the attitudes of Iowans toward the benefits of voting in State elections for legislators:

53% say legislature didn't affect them: Poll
by Steven Walters

Most Iowans are not aware of any action taken by the legislature that has affected them personally, according to a recent survey.

The survey of attitudes toward the legislature was done by a private firm hired for $1,250 by the Iowa Legislative Council.

Of 592 Iowans interviewed, 53 percent said the legislature has done nothing that affects them personally or said they were not aware of anything done by the legislature that affects them.

Another 20 percent of those surveyed credited the legislature with making changes in Iowa's tax structure, while 5 percent remembered adult rights were lowered from 21 to 18.

The study also showed Iowans do not have a basic understanding of how the legislature is organized and operates.

"While 40 percent of those surveyed feel the legislature is 'well organized' to respond to the needs of the people, 33 percent feel it is 'not well organized' and another 27 percent have 'no opinion,' " the study said.

Almost one of every five Iowans who said the legislature is well organized could not give a reason for believing that way, the study added.

Of those who feel the legislature is not well organized, one-fourth said it should spend more time on important issues instead of minor ones.

The survey said other criticisms included lawmakers not being responsive to people, lengthy and inefficient delays in the legislative process, and a need to "argue less" and not engage in partisan politics.

Sharon Robinson, director of public information for the Iowa House of Representatives, which requested the study, said the results will be given to a committee studying changes in the legislative process.

She said the survey indicated that "over half the people don't seem to know what the function of the legislative branch of Iowa government is, or what it does."

The survey was completed by Iowa Market Research Services, a division of the Des Moines Register and Tribune Company.

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Code Reference

None

Decision-making Questions

1. Do you receive more benefits by voting in a primary election or a general election?
2. Do you receive more benefits by voting in a city, county, state or federal election?
3. What does it cost to gather information on candidates in an election?
4. Are you held responsible for the individual decisions that you make when you vote?
5. Are you held responsible for your vote if you help elect to office a poor official?

Decision-making Notes

In the United States, voters can usually choose between at least two candidates for each office. However, citizens have another decision to make on or before election day: whether to vote. Many citizens decide not to vote. In the 1976 Presidential election, 40 percent of the eligible voters in the country decided not to vote. In many state, city, school and primary elections, the majority of eligible voters do not vote.

Political scientists view the decision to vote or not on the basis of relative costs. People have a certain amount of political resources at their disposal: wealth, skills, status, ideas and information. They also have a certain amount of a personal resource, time, at their disposal. An individual trying to decide whether to vote must weigh the benefits of voting against the cost in resources of voting.

A second view of the decision focuses on personal objectives. If voting increases an individual's chances of meeting personal objectives, then the individual will probably vote. If voting will not increase chances of meeting personal objectives, then the individual probably will not vote.

VOTING
Exercise 3

At the end of this exercise you should be able to:

1. **Present an argument defending or rejecting the statement, "Voting a straight ticket insures that your vote is for individuals of similar political philosophy to your own."**

Concept

straight ticket

Case Study

Many people vote a straight ticket each election. In effect, they are voting for a political party rather than for an individual. Some critics of the American system feel that voting for a political party rather than an individual is an example of poor citizenship.

The other side of this argument is that citizens identify with a political party because the philosophy of the party agrees with their personal political philosophy. Therefore, by voting a straight ticket they are voting for candidates whose particular political philosophy should agree with their own.

Discuss voting a straight ticket versus a mixed ticket. Refer to the voting laws of Iowa in the appendix. Then discuss the two arguments presented above.

Select two candidates or elected officials from the same political party and summarize their political philosophies from campaign statements or political speeches. Tally the number of agreements and disagreements between the two individuals.

Complete the same exercise for candidates or elected officials from different political parties. Compare the number of agreements and disagreements recorded between the two sets of candidates.

Code Reference

49.94 (See Appendix A, Section II, B, page 72)

Decision-making Questions

1. Do you agree with the statement, "Voting a straight ticket insures that your vote is for individuals of similar political philosophy to your own."? Give reasons to support your position.

VOTING
Exercise 4

At the end of this exercise you should know how to:

1. **Vote a straight or mixed ticket on a sample ballot.**

Concepts

straight ticket
mixed ticket

Student Activity

Mark sample ballots provided by the commissioner of elections or city clerk.

Code Reference

If the names of all the candidates for whom a voter desires to vote in any election other than the primary election appear on the same ticket, and he desires to vote for all candidates whose names appear upon such ticket he may do so in any one of the following ways:

1. He may place a cross or check in the circle at the top of such ticket without making a cross or check in any square beneath said circle.

2. He may place a cross or check in the square opposite the name of each such candidate without making any cross or check in the circle at the top of such ticket.

3. He may place a cross or check in the circle at the top of such ticket and also a cross or check in any or all of the squares beneath said circle. (*Code of Iowa*, Volume I, Chapter 49.94, page 270, 1975).

If the names of all candidates for whom a voter desires to vote do not appear upon the same ticket, he may indicate the candidates of his choice by marking his ballot in any one of the following ways:

1. He may place a cross or check in the circle at the top of a ticket on which the names of some of the candidates for whom he desires to vote appear and also a cross or check in the square opposite the name of each other candidate of his choice, whose name appears upon some ticket other than the one in which he has marked the circle at the top.

2. He may place a cross or check in the square opposite the name of each candidate for whom he desires to vote without placing any cross or check in any circle. (*Code of Iowa*, Volume I, Chapter 49.97, page 270, 1975).

The voter may also insert in writing in the proper place the name of any person for whom he desires to vote and place a cross or check in the square opposite thereto. The writing of such name shall constitute a valid vote for the person whose name has been written on the ballot without regard to whether the voter has made a cross or check opposite thereto.

Decision-making Questions

1. For whom will you vote on the sample ballot?

VOTING
Exercise 5

At the end of this exercise you should be able to:

1. **Describe the difference between voting at a regular voting place and casting an absentee ballot**

Concepts

absentee ballot

Case Study

Beverly was active in a campaign for a new city government. She was especially concerned with the campaign to elect Susan Bird, a candidate for mayor. The election was expected to be so close that each vote could potentially decide the outcome.

On election day, the weather turned bad and the streets were covered with snow and ice. On the way to her car, Beverly fell on the ice and broke her hip. She was unable to travel to the polling place to cast her vote. However, the county elections commissioner, through a team of absentee voter deputies, could deliver a ballot to her at her home or hospital up to 5:00 p.m. on election day.

Code Reference

Any qualified elector, under the circumstances specified below, may from 70 days prior to the election to the day before the election, write the commissioner for an absentee ballot.

1. When an individual expects to be absent on election day from the precinct in which he or she is a qualified elector during the time the polls are open.
2. When because of illness or physical disability, an individual expects to be prevented from going to the polls and voting on election day. (*Code of Iowa*, Chapter 53.1, pg. 286, 1975).

Decision-making Questions

1. Should persons be restricted from requesting absentee ballots on election day?
2. Should the time limit for requesting ballots be extended to 9:00 p.m. or the time the polls close?

EVALUATING CANDIDATES
Exercise 1

At the end of this exercise you should be able to:

1. **Understand the criteria used by various groups which publish ratings of members of Congress.**

2. **Select a rating or combination of ratings that agrees with your ideas about what national government should be doing.**

Student Activity

Select one or more organizations which regularly publish ratings of members of Congress and review their evaluations. These groups include:

1. AFL-CIO Committee on Political Education (COPE)
2. American Conservative Union (ACU)
3. Americans for Constitutional Action
4. Americans for Democratic Action (ADA)
5. Environmental Action (EA)
6. National Farmer's Union (NFU)
7. U. S. Chamber of Commerce (USCC)

Try to determine their criteria for evaluation. Develop a list of several organizations and their criteria for evaluation and share your reviews with the rest of the class.

Code Reference

None

Decision-making Questions

1. Which organization or organizations have criteria that most closely agree with your own?

2. Of the criteria used by the organization or organizations, which are most important to you?

EVALUATING CANDIDATES

Exercise 2

At the end of this exercise you should be able to:

1. **Evaluate candidates and select which you would vote for for political office.**

Student Activity

Complete the following checklist for two or more candidates for office (at least two candidates for each elective office in which you are interested). Use the information gathered to help you decide which candidate to support.

Watch the candidates closely in their appearances on television or before the public and study print media coverage of the candidates before you complete the checklist. Also review the candidates' political advertising.

To complete the checklist, first rank the items in each section according to their importance to you in selecting a candidate for office. Give the item with the greatest importance to you the highest ranking; for example, if there are eight items in Section I and "Personality" is most important to you, then give that item a rank of 8. If an item has no importance to you, rank it 0.

After you have ranked the items, check the appropriate rating for each item for each candidate for whom you are completing a sheet. When you have finished a section, add up the score for the positive column by adding the rank numbers for each item you checked as positive; for example, if in Section I the items were ranked 1-8 (low to high) in the sequence they appear and you checked "Good" for "Ability to Answer Hard Questions," "Personality" and "Knowledge of Important Issues," then the positive score for the candidate for that section would be 14. Figure the negative score the same way. Then add the positive and negative totals together to figure the grand total for the candidate.

Office ______________________________

Candidate's Name ______________________________

Section I: Personal Qualities

	Importance to Me	**Good**	**Bad**
1. Physical Appearance	______	______	______
2. Ability to Answer Hard Questions	______	______	______
3. Ability to Speak Before the Public	______	______	______
4. Ability to Clearly Present a Position on an Issue	______	______	______
5. Personality (friendly)	______	______	______
6. Sense of Humor	______	______	______
7. Knowledge of Important Issues	______	______	______
8. Speaks with an Accent	______	______	______
Sub Total		______ Positive	______ Negative

Section II: Demographic Characteristics

	Importance to Me	Acceptable	Not Acceptable
1. Home City, County or State	______	______	______
2. Married, Single or Divorced	______	______	______
3. Sex: Male or Female	______	______	______
4. Race	______	______	______
5. Age	______	______	______
6. Amount of Education	______	______	______
7. Occupation	______	______	______
8. Level of Income	______	______	______
9. Political Experience	______	______	______
10. Political Party	______	______	______
Sub Total		______	______
		Positive	Negative

Section III: Important Issues

Does the candidate agree with your views about these areas of concern?

	Importance to Me	Yes	No
1. Air Pollution	____	____	____
2. Water Quality	____	____	____
3. Nuclear Energy	____	____	____
4. Energy Conservation	____	____	____
5. Land Use Policy	____	____	____
6. Unemployment	____	____	____
7. Taxation	____	____	____
8. Foreign Policy	____	____	____
9. Education	____	____	____
10. Crime	____	____	____
11. Drug and Alcohol Abuse	____	____	____
12. Aid to the Elderly	____	____	____
13. Aid to the Poor	____	____	____
14. Civil Rights	____	____	____
15. Farm Exports	____	____	____
16. Military Spending	____	____	____
17. Transportation	____	____	____
Others ____________			
________________	____	____	____
Sub Total		____ Positive	____ Negative
GRAND TOTAL		____ Positive	____ Negative

Section IV: Evaluating the Candidate as an Advocate

1. List the five most important issues to you in the campaign in order of importance.

    a.

    b.

    c.

    d.

    e.

2. Rate the candidate as an advocate on each issue.

		Yes	No
a.	takes a firm position	________	________
b.	knows the feelings of others	________	________
c.	influences others	________	________
d.	states a clear position	________	________
e.	presents reasons for the position	________	________
f.	effectively convinces others	________	________
g.	is effective in trading support	________	________
h.	confronts when necessary	________	________

Is this candidate an effective advocate on the issues important to you? ________Yes ________No

PREDICTING ELECTION OUTCOMES
Exercise 1

At the end of this exercise you should be able to:

1. **Predict the outcome of a state election.**

Student Activity

Study the data provided below. Use this information (tendency to vote Democratic or Republican, tendency to vote straight ticket, likelihood of a large or small voter turnout, and whether the election is a Presidential election) to help you predict the outcome of the next general election.

Popular Vote in Iowa for President				Percent for Majority		Percent of Eligible Voters Casting Votes*
1948	Harry Truman	D	522,380	50.3	(D)	62.4
	Thomas Dewey	R	494,018			
1952	D. Eisenhower	R	808,906	63.8	(R)	75.8
	A. Stevenson	D	451,513			
1956	D. Eisenhower	R	729,187	59.1	(R)	74.0
	A. Stevenson	D	501,858			
1960	Richard Nixon	R	722,381	56.7	(R)	73.6
	John F. Kennedy	D	550,565			
1964	Lyndon B. Johnson	D	733,030	61.9	(D)	70.3
	Barry M. Goldwater	R	449,148			
1968	Richard M. Nixon	R	619,106	53.0	(R)	67.2
	H. H. Humphrey	D	476,699			
1972	Richard M. Nixon	R	706,207	57.6	(R)	72.6
	George S. McGovern	D	496,206			
	John G. Schmitz	AI	22,056			
1976	Gerald R. Ford	R	632,852	49.7	(R)	63.6
	Jimmy Carter	D	619,874			
	Eugene J. McCarthy	P	19,828			

*Based on population estimates, not number of registered voters

Political Party
D - Democratic
R - Republican
AI - American Independent
P - Petition

Popular Vote in Iowa for United States Senator				Percent for Majority		Percent of Eligible Voters Casting Votes
1948	Guy Gilette	D	578,226	58.1	(D)	62.4
	Geo. Wilson	R	415,778			
1950	B. Hickenlooper	R	470.613	55.0	(R)	
	A. J. Loveland	D	383,766			
1954	Thomas A. Martin	R	442,409	52.3	(R)	
	Guy Gilette	D	402,712			
1956	B. Hickenlooper	R	635,499	53.8	(R)	74.0
	R. M. Evans	D	543,156			
1960	Jack Miller	R	642,463	51.8	(R)	73.6
	H. C. Loveless	D	595,119			
1962	B. Hickenlooper	R	431,364	53.3	(R)	49.2
	E. B. Smith	D	376,602			
1966	Jack Miller	R	522,339	61.8	(R)	53.6
	E. B. Smith	D	324,114			
1968	Harold E. Hughes	D	574,884	50.2	(D)	67.2
	David M. Stanley	R	568,469			
1972	Dick Clark	D	662,637	55.1	(D)	62.6
	Jack Miller	R	530,525			
	Wm. A. Recop, Jr.	AI	8,954			
1974	John Culver	D	462.947	52.4	(D)	46.1
	David M. Stanley	R	420,546			

Popular Vote in Iowa for Governor

				Percent for Majority		Percent of Eligible Voters Casting Votes
1948	Wm. Beardsley	R	553,900	56.0	(R)	62.4
	Carroll Switzer	D	434,432			
1950	Wm. Beardsley	R	506,642	59.3	(R)	
	Lester Gillette	D	347,176			
1952	Wm. Beardsley*	R	638,388	52.1	(R)	75.8
	H. C. Loveless	D	587,671			
1954	Leo A. Hoegh	R	435,944	51.5	(R)	
	Clyde E. Herring	D	410,255			
1956	H. C. Loveless	D	616,852	51.2	(D)	74.0
	Leo A. Hoegh	R	587,383			
1958	H. C. Loveless	D	465,024	54.1	(D)	49.8
	Wm. G. Murray	R	394,071			
1960	Norman Erbe	R	645,026	52.1	(R)	73.6
	E. J. McManus	D	592,063			
1962	Harold E. Hughes	D	430,899	55.9	(D)	49.2
	Norman A. Erbe	R	338,955			
1964	Harold E. Hughes	D	749,610	69.0	(D)	70.3
	Evan Hultman	R	365,131			
1966	Harold E. Hughes	D	494,259	55.3	(D)	53.6
	Wm. G. Murray	R	394,518			
1968	Robert D. Ray	R	614,328	54.1	(R)	67.2
	Paul Franzenburg	D	521,216			
1970	Robert D. Ray	R	403,394	51.0	(R)	45.5
	Robert D. Fulton	D	368,911			
	Robert Dilley	AI	18,933			
1972	Robert D. Ray	R	707,177	58.4	(R)	62.6
	Paul Franzenburg	D	487,282			
	Robert Dilley	AI	15,715			
1974	Robert D. Ray	R	534,518	58.5	(R)	46.1
	James Schaben	D	377,553			

*Governor Beardsley was killed in a highway accident November 21, 1954, and Lt. Governor Leo Elthon served out the unexpired term.

Source: *Iowa Official Register,* 1977-78, pp. 172-173.

Code Reference

None

Decision-making Questions

1. Are Democrats or Republicans more likely to win an election in Iowa? Has this changed in the last ten years?
2. Do people in Iowa tend to vote a straight ticket? (Hint: Look at the voting totals for elections of President, Governor and Senator in the same year).
3. Does a large voter turnout (over 50 percent of eligible voters voting) favor Democrats or Republicans?
4. Does the vote for President influence the election of Governor and Senator held in the same year?

Decision-making Notes

These are samples of statements which may result from an analysis of past elections.

1. In only one Presidential election since 1952 has the Iowa vote gone for the Democratic candidate and that election was a national landslide for Lyndon Johnson. We predict the Republican candidate for President to win in Iowa.
2. Robert D. Ray has been an extremely popular governor. We predict he would win any state election in which he competes.
3. Since 1968, Iowa has elected Democratic candidates to the Senate. We predict this trend to continue.

Bibliography

Adrian, Charles R., *State and Local Governments.* (New York: McGraw-Hill Book Co., 1976).

Chapter 5 gives a detailed review of reasons for voting and not voting.

Patrick, John J., and Allen D. Glenn, *The Young Voter: A Guide to Instruction About Voter Behavior and Elections.* (Washington, D.C.: National Council for the Social Studies, 1972).

This publication was developed to provide information and ideas to improve secondary school instruction about voter behavior and elections. Units are titled: 1) Why Vote?, 2) Who Should Vote?, 3) Patterns of Participation in American Elections, 4) The Political Impact of Young Voters, and 5) Effective Political Participation. The publication includes sample lessons which are excellent supplements to this publication. The appendix contains a guide to materials about voter behavior and elections.

Mather, George B., *Voting in Iowa.* (Iowa City: Bureau of Public Affairs, University of Iowa, 1960).

Mehlinger, Howard D. and John J. Patrick, *American Political Behavior.* (Lexington, Massachusetts: Ginn and Company, 1972).

Chapters 9, 10 and 11 contain lessons about voter behavior and elections.

Schneier, Edward and William T. Murphy, *Vote Power: The Official Activist Campaigner's Handbook.* (Englewood Cliffs, New Jersey: Prentice Hall, Inc., 1970).

This handbook combines analysis of voter behavior with practical suggestions for influencing elections.

Section III
Local Government

This section provides two short lessons on local government and portions of the election laws of Iowa relating to local elections and school board elections. Many of the activities suggested in other sections may be adapted to local elections.

CITY GOVERNMENT
Exercise 1

At the end of this exercise you should be able to:

1. **Describe the procedure for changing city government.**

Case Study

The city of Wayne has always been governed by a mayor-council form of government. The city is expanding and needs to provide more services to its citizens. Several members of the Chamber of Commerce have decided that a mayor-manager-at-large form of government is needed for expansion of services. The Mayor of Wayne does not agree.

Code Reference

A city may adopt a different form of government not oftener than once in a six-year period. A different form, other than a home rule charter or special charter, must be adopted as follows:

1. Eligible electors of the city, equal in number to at least twenty-five percent of the persons who voted at the last regular city election, may petition the mayor to adopt a different form of city government.
2. Within one week after receiving a valid petition, the mayor shall proclaim a special city election to be held within sixty days to determine whether the city shall change to a different form of government. . .

Decision-making Questions

1. Can the mayor prevent the Chamber of Commerce members from changing the form of government?
2. What political resources will the Chamber of Commerce need to use to change the form of government?
3. Who has the greater chance of success, the Chamber of Commerce or the mayor?

CITY GOVERNMENT
Exercise 2

At the end of this exercise you should be able to:

1. **Develop generalizations regarding voter participation in city elections by comparing voter participation in city, state and federal elections over the past ten years.**

Student Activity

Gather from the county election board the records for percentage of eligible voters voting in city, state and federal elections for the past ten years. Compare the percentages voting in each form of election.

Code Reference

None

Decision-making Questions

1. Do a higher percentage of voters in your community vote for federal, state or local officials?
2. Do voters in your community seem to feel they gain the most benefits from participating in federal, state or local elections?
3. Are the costs of voting higher in federal, state or local elections?
4. What might be done to increase voter participation in local elections?

Additional Activity

If the information is available, develop a description of the "average voter" and "average non-voter" in your community.

1. Is the "average voter" for your local community different than the "average voter" in federal elections?
2. Is the "average voter" in your community representative of the "average citizen"?
3. Is the city government of your local community representative of the citizens of the community?

Bibliography

Adrian, Charles R., *State and Local Governments.* (New York: McGraw-Hill Book Co., 1976).

Chapter 8 includes an appraisal of various forms of city government.

Tietten, Rudie W., *State and Local Governments.* (Boston: Allyn and Bacon, Inc., 1977).

Chapter 4 includes case studies and basic information related to local government.

Appendix A
State and Federal Election Laws

These appendices are provided as reference sections for teachers and students They provide, in question and answer format, specific legal answers to questions about various elections and offices filled by elected officials. The information is quoted directly from the *Code of Iowa* and other sources and has been subdivided for easier reference.

Teachers may want to develop lessons around specific questions covered in these appendices. Those questions relating to philosophic positions may be especially appropriate for class discussion and evaluation. Specific topics that are appropriate for this type of discussion include: disqualification of voters, registration responsibilities, campaign contributions, media restrictions, identification of sponsors, closed primaries, party distinctions (major, minor and new) and definitions of a "political party."

The appendices are excerpted from the *Code of Iowa* and the *Iowa Official Register*. The Iowa General Assembly has eliminated sexist language from the Code as they have revised selected components. If any of the material in the appendices contains sexist language, the legislature has not within recent sessions revised that section of the Code.

I. Voter Registration Laws

A. Who may register to vote?

Any person who is an eligible elector may register to vote with the commissioner of registration or a deputy commissioner of registration in the county of his residence. Any person who is an eligible elector in all respects except that he has not attained the age of eighteen may, at any time during the six months next preceding his eighteenth birthday, register to vote in the county of his residence. When a person less than eighteen years of age registers, the commissioner shall affix to the receipt of registration, issued as provided by section 48.6, a date which shall be the registrant's eighteenth birthday and the receipt shall state on its face that the person is registered and qualifies to vote in any election held on or after the date affixed to the registration receipt. (CI 48.2)

B. What are voter qualifications?

The twenty-sixth amendment to the United States Constitution establishes a uniform voting age in all state and federal elections of not less than 18 years of age. Congress, if it wished, could lower the voting age in federal elections, but lacks the power to further lower the voting age in state and local elections. In compliance with these requirements by the United States Constitution, the voting requirements for the State of Iowa are:

1. Every citizen of the United States of the age of eighteen years or older who is a resident of this state shall be an eligible elector.

2. Every qualified elector of the state shall have only one voting residence.

3. Every citizen of the United States of the age of eighteen or older is presumed to have a residence some place in the United States for the purpose of voting for President and Vice President of the United States.

4. A person's residence, for voting purposes only, is the place which he declares is his home with the intent to remain there permanently or for a definite or indefinite or undeterminable length of time.

5. Every eligible elector shall be registered pursuant to the provisions of chapter 48 to qualify to vote in any election.

If a person who meets the above requirements moves to a new residence, within or without the state, and does not meet the voter requirements at his new residence, he may vote at his former precinct in Iowa until he meets the voter requirements of his new residence. However, a person who has moved to a new residence and fails to register to vote at his new residence after becoming eligible to do so shall not thereafter be entitled to vote at his former precinct in Iowa. (CI 47.4)

C. Who is disqualified from voting?

The Constitution of Iowa provides for the following disqualification of voters:

Disqualified Persons No idiot, or insane person, or person convicted of any infamous crime shall be entitled to the privilege of an elector.
(*Constitution of Iowa,* Article II, Sec. 5)

The present Constitution for the State of Iowa was adopted in 1857. In the Constitution as originally ratified, the right of suffrage (right to vote) was restricted to white male citizens. This restriction was in agreement with the commonly held belief that the right to participate in elections was a privilege to be exercised only by white males.

Following from the belief that the right to participate in elections is a privilege is the belief that persons who have demonstrated anti-social behavior should have that privilege revoked. The revocation of the privilege is one further form of punishment that is imposed on persons convicted of felonies.

A more philosophical view is that derived from the "social contract" theory of John Locke. A person who has broken the law and violated the "social contract" has abandoned the right to further administration of the contract. This view is based on the concept that the "social contract" is a larger form of a contract between individuals. Therefore, if one breaks the basic agreements of the contract, then one no longer has the right to participate in the administration of that contract.

D. Why would a registration be cancelled?

The registration of a qualified elector shall be cancelled in any of the following instances:

1. The elector fails to vote in the last preceding four consecutive calendar years.
2. The elector registers to vote in another place.
3. The elector does not record a change of address.
4. The elector dies.
5. The Clerk of District Court sends notification of an elector's conviction of an infamous crime or felony.
6. The Clerk of District Court sends notification of a legal determination that the elector is severely or profoundly mentally retarded, or has been found incompetent in a proceeding held pursuant to section 229.27, or is otherwise under conservatorship or guardianship by reason of incompetency. Certification by the clerk that any such person has been found no longer incompetent by a court, or the termination by the court of any such conservatorship or guardianship shall qualify any such ward to again be an elector, subject to the other provisions of this chapter.
7. When first-class mail, which is designated "not to be forwarded," was addressed to the elector at the address shown on the registration records and is returned by the postal service.

Whenever a registration is cancelled, notice of the cancellation shall be sent to the registrant at his last known address shown upon the registration records. Such notice shall be sent first-class mail and bear the words "Please Forward." However, notice is not necessary when the cancellation is due to death or if an authorization for the removal of his registration is received as provided in this chapter. (CI 48.31)

E. What are the time limits for registration?

Prior to 1972, many states required persons to have lived in the community for periods ranging from 90 days to one year prior to permitting them to vote. In **Dunn v. Blumstein** (1972) the United States Supreme Court held that such requirements were unconstitutional. The Supreme Court did recognize that the practical necessity of preparing registration rolls required that registration must close a reasonable time before the election. It was suggested that the time not exceed 30 days. In addition, the Voting Rights Act requires that in Presidential elections local officials must keep registration rolls continuously open until 30 days before the election. The time limits established by the State of Iowa are provided below.

The county commissioner of registration shall register, on forms prescribed by the State Commissioner of Elections, electors for elections in a precinct until the close of registration in the precinct. An elector may register during the time registration is closed in the elector's precinct but the registration shall not become effective until registration opens again in his precinct.

Registration shall close in a precinct at five o'clock p.m. ten days before an election, except as provided in section 48.3. The commissioner's office shall be open from eight o'clock a.m. until at least six o'clock p.m. on the day registration closes prior to each regularly scheduled election. (CI 48.11)

F. How can you register by mail?

In other democracies, registration of eligible voters is viewed as a responsibility of government. The United States is unique in that the responsibility for registration lies with the voter. Often registration procedures are difficult for the potential voter. Many analysts of the election process consider that difficult registration procedures are the single largest obstacle to increased voter participation. To overcome this obstacle, several states have recently enacted mail registration statutes. The Iowa regulations are provided below:

> As an alternative to the method of registration prescribed by section 48.2, any person entitled to register under that section may submit a completed voter registration form to the commissioner of registration in the person's county of residence by postage paid United States mail. A registration form or the envelope containing one or more registration forms for the use of individual registrants who are related to each other within the first degree of consanguinity or affinity and who reside at the same address shall be postmarked by the twenty-fifth day prior to an election or the registration will not take effect for that election. A separate registration form shall be signed by each individual registrant.
>
> Within five working days after receiving a registration by mail, the commissioner shall send the registrant a receipt of the registration by first-class marked "do not forward." If the receipt is returned by the postal service, the commissioner shall treat the registration as prescribed by section 48.31, subsection 8. An improperly addressed or delivered registration form shall be forwarded to the appropriate county commissioner of registration within two working days after it is received by any other official. (*Election Laws of Iowa*, Chapter 48.3, page 50, 1976)

G. How can you challenge a registration?

> Any person may challenge a registration at any time by filing a written challenge with the commissioner of registration. The commissioner of registration shall immediately give five days notice of a hearing by registered or certified mail to the challenger and the person challenged. If the person challenged fails to appear, his name shall be removed from the registration list. However, if the person challenged notifies the commissioner prior to the date set for the hearing that he is unable to appear on the date specified, the commissioner may reschedule the hearing. At such hearing the commissioner shall hear such evidence as he deems to have probative value. The person challenged shall be required to sign an affidavit as provided in section 48.6, subsection 9, and may then be questioned concerning his or her voting residence and qualifications. In all cases the commissioner shall decide the right to the entry under the evidence. Either party may appeal to the district court of the county in which the challenge is made, and a date for the hearing shall be fixed and the decision of such court shall be final. (CI 48.15)

H. Who is the State Commissioner of Elections?

> The Secretary of State is designated as the State Commissioner of Elections and shall supervise the activities of the county commissioners of elections. (CI 47.1)

I. Who are the county commissioners of elections?

> The commissioner of elections (county auditor) of each county is designated the commissioner of registration for that county and may designate the city clerk of any city in the county, or the secretary of the board of directors of any school district which has its office in that county, as a deputy commissioner of registration who shall be responsible for voter registration, subject to the supervision of the county commissioner. The commissioner of registration or an employee of the commissioner of registration may visit each high school located in the county, during the month of May of each year, and offer to register any person who is eligible under section 48.2 to be registered. (*Election Laws of Iowa*, Chapter 48.1, page 50, 1976)

J. What are the duties of the county commissioners of elections?

> The commissioner of registration shall, under the direction of the registration commission and the registrar, supervise the registration of all eligible electors within the county, and shall appoint such

deputies and clerks as may be necessary, from the two political parties receiving the highest vote at the last general election. The number of such deputies and clerks at the central registration office shall be equally divided between the members of the two said political parties. These appointments shall be subject to the approval of the county board of supervisors. The commissioner of registration shall provide such printed forms and blanks as may be necessary, together with such other supplies and equipment as are necessary, to properly carry out the provisions of this chapter. Registration places shall be established throughout the cities and county. (CI 48.4)

II. Voting

A. How do you mark voter ballots?

The voting mark should be a cross or check which shall be placed in the circle at the head of a ticket, or in the squares opposite the names of candidates. The fact that the voting mark is made by an instrument other than a black lead pencil shall not affect the validity of the ballot unless it appears that the color or nature of the mark is intended to identify the ballot contrary to the intent of section 49.107, subsection 7. (CI 49.92)

B. How do you mark a straight ticket?

If the names of all the candidates for whom a voter desires to vote in any election other than the primary election appear upon the same ticket, and he desires to vote for all candidates whose names appear upon such ticket he may do so in any one of the following ways:

1. He may place a cross or check in the circle at the top of such ticket without making a cross or check in any square beneath said circle.
2. He may place a cross or check in the square opposite the name of each such candidate without making any cross or check in the circle at the top of such ticket.
3. He may place a cross or check in the circle at the top of such ticket and also a cross or check in any or all of the squares beneath said circle. (CI 49.94)

C. How do you mark part of a ticket only?

If the names of all the candidates for whom the voter desires to vote appear upon a single ticket but he does not desire to vote for all the candidates whose names appear thereon, he shall place a cross or check in the square opposite the names of each such candidate for whom he desires to vote without making any cross or check in the circle at the top of such ticket. (CI 49.95)

D. How do you mark a mixed ticket?

If the names of all candidates for whom a voter desires to vote do not appear upon the same ticket, he may indicate the candidates of his choice by marking his ballot in any one of the following ways:

1. He may place a cross or check in the circle at the top of a ticket on which the names of some of the candidates for whom he desires to vote appear and also a cross or check in the square opposite the name of each other candidate of his choice, whose name appears upon some ticket other than the one in which he has marked the circle at the top.
2. He may place a cross or check in the square opposite the name of each candidate for whom he desires to vote without placing any cross or check in any circle. (CI 49.97)

E. How do you cast a write-in vote?

The voter may also insert in writing in the proper place the name of any person for whom he desires to vote and place a cross or check in the square opposite thereto. The writing of such name shall constitute a valid vote for the person whose name has been written on the ballot without regard to whether the voter has made a cross or check opposite thereto. The making of a cross or check in a square opposite a blank without writing a name therein, shall not affect the validity of the remainder of the ballot. (CI 49.99)

F. Under what conditions does a qualified voter have the right to cast an absentee ballot?

Any qualified elector may, subject to the provisions of this chapter, vote at any election:

1. When he expects to be absent on election day during the time the polls are open from the precinct in which he is a qualified elector.

2. When, through illness or physical disability, he expects to be prevented from going to the polls and voting on election day. (CI 53.1)

G. How does a qualified voter apply for an absentee ballot?

Any qualified elector, under the circumstances specified in section 53.1, may on any day, except election day, and not more than seventy days prior to the date of the election, make written application to the commissioner for an absentee ballot.

Nothing in this section shall be construed to require that a written communication mailed to the commissioner's office to request an absentee ballot, or any other document except the absent voter's affidavit required by section 53.13, be notarized as a prerequisite to receiving or marking an absentee ballot or returning to the commissioner an absentee ballot which has been voted.

Each application shall contain the name and signature of the qualified elector, the address at which he is qualified to vote, and the name or date of the election for which the absentee ballot is requested, and such other information as may be necessary to determine the correct absentee ballot for the qualified elector. If insufficient information has been provided, the commissioner shall, by the best means available, obtain the additional necessary information.

H. How does a qualified voter cast a vote using an absentee ballot?

The commissioner shall deliver an absentee ballot to any qualified elector applying in person at his office not more than forty days before the date of the general election and the primary election, and for all other elections, as soon as the ballot is available. The qualified elector shall immediately mark the ballot, enclose it in a ballot envelope with proper affidavit, and return the absentee ballot to the commissioner. The commissioner shall record the numbers appearing on the application and ballot envelope along with the name of the qualified elector. The commissioner of any county in which there is located a city of twenty-five thousand or more population, which is not the county seat, may permit qualified electors to appear in person at some designated place within each such city and there cast an absentee ballot in the manner prescribed by this section. (CI 53.11)

The qualified elector, on receipt of an absentee ballot, shall, in the presence of the officer notarizing the affidavit, mark such ballot in such manner that such officer will not know how such ballot is marked.

Qualified electors who are blind, cannot read, or because of any other physical disability, are unable to mark their own absentee ballot, may have the assistance of any person the qualified elector may select. (CI 53.15)

I. Who may be assisted in voting?

The 1975 amendments to the Voting Rights Act places a ban on literacy tests in all elections through 1982 and requires voting areas in which more than five percent of the eligible voters are language minorities to provide bilingual ballots. Registration campaigns in such areas must also be bilingual. Most states had previously obligated election officials to assist illiterates and persons who do not read or understand English. The *Code of Iowa* provides the following regulations:

Any voter who may declare upon oath that he or she cannot read the English language, or is, by reason of any physical disability other than intoxication, unable to cast a vote without assistance, shall, upon request, be assisted by said two officers, or alternatively by any other person the voter may select if the voter is blind in casting the vote. Said officers, or person selected by the blind voter, shall cast the vote of the voter requiring assistance, and shall thereafter give no information regarding the same. If any elector because of a handicap cannot enter the building where the polling place for the elector's precinct of residence is located, the two officers shall take a paper ballot to the vehicle occupied by the handicapped elector and allow the elector to cast the ballot in the vehicle. If a handicapped elector cannot cast a ballot on a voting machine, the elector shall be allowed to cast a paper ballot, which shall be opened immediately after the closing of the polling place by the two precinct election officials designated under section 49.89, who shall register the votes cast thereon on a voting machine in the polling place before the votes cast there are tallied pursuant to section 52.21. To preserve so far as possible the confidentiality of each handicapped elector's ballot, the two officers shall proceed substantially in the same manner as provided in section 53.24. In precincts where all voters use paper ballots, those cast by handicapped voters shall be deposited in the regular ballot box and counted in the usual manner. (*Election Laws of Iowa*, Chapter 49.90, page 71, 1976)

J. How are officials selected to assist voters?

At, or before, the opening of the polls, the election board of each precinct shall select two members of the board, of different political parties in the case of any election in which candidates appear on the ballot under the heading of either of the political parties referred to in section 49.13, to assist voters who may be unable to cast their votes without assistance. Voters who are blind may have the assistance of any person they may select. (CI 49.89)

K. What are the time limits and limitations on persons in a voting booth?

No more than one person shall be allowed to occupy any voting booth at any time. No person shall occupy such booth for more than three minutes to cast his vote. Nothing in this section shall prohibit assistance to voters under section 49.90. (CI 49.88)

L. How are ballots counted?

The ballots shall be counted according to the markings thereon, respectively, as provided in sections 49.92 to 49.97, and not otherwise. If, for any reason, it is impossible to determine from a ballot, as marked, the choice of the voter for any office, such ballot shall not be counted for such office. When there is a conflict between the cross or check in the circle on one ticket and the cross or check in the square on another ticket on the ballot, the cross or check in the square shall be held to control, and the cross or check in the circle in such case shall not apply as to that office. Any ballot marked in any other manner than as authorized in sections 49.92 to 49.97, and in such manner as to show that the voter employed such mark for the purpose of identifying his ballot, shall be rejected. (CI 49.98)

M. Do defective ballots nullify the vote?

No ballot properly marked by the voter shall be rejected:

1. Because of any discrepancy between the printed ballot and the nomination paper, or certificate of nomination, or certified abstract of the canvassing board.
2. Because of any error in stamping or writing the endorsement thereon by the officials charged with such duties.

3. Because of any error on the part of the officer charged with such duty in delivering the wrong ballots at any polling place. (CI 49.101)

N. What alternative voting systems may be used?

At all elections conducted under chapter 49, and at any other election unless specifically prohibited by the statute authorizing the election, votes may be cast, registered, recorded and counted by means of either voting machines or electronic voting systems, in accordance with this chapter.

O. What employed persons are entitled time to vote?

Any person entitled to vote at a general election in this state who does not have three consecutive hours in the period between the time of the opening and the time of the closing of the polls during which he is not required to be present at work for an employer, shall be entitled to such time off from his work time to vote as will in addition to his non-working time total three consecutive hours during the time the polls are open. Application by any employee for such absence shall be made individually and in writing prior to the date of the election, and the employer shall designate the period of time to be taken. Such voter shall not be liable to any penalty nor shall any deduction be made from his regular salary or wages on account of such absence.

III. Campaign Activities

A. How much may a single individual contribute to a candidate for President, Senator or U.S. Representative?

The Federal Election Campaign Act limits the amount a person (including an individual partnership, committee, association, or other organization or group) may contribute to a candidate for federal office. The contributions are limited to an amount up to $1,000 for each election in which the candidate is involved. An individual may personally expend an unlimited amount on behalf of the candidate as long as the expenditure is not under the candidate's direction and control.

B. What are the campaign expense limits for candidates in Iowa?

The State Commissioner shall determine the total number of votes cast for candidates for the office of President of the United States by the electors of the state in each legislative district, in each congressional district, and statewide at the preceding Presidential election.

The State Commissioner shall in each case multiply the total number of votes cast for all Presidential candidates by thirty cents. The resulting amount shall be the campaign expense limitation for candidates seeking offices in the executive and legislative branches of state government and candidates seeking congressional offices, respectively.

The campaign expense limitation amount shall apply only to items specified in section 56.15 and not to the total campaign expenses. (C24, 27, 31, 35, 39, Paragraph 978; C46, 50, 54, 58, 62, 66, 71, 73, Paragraph 56.7; C75, Paragraph 56.14) (CI 56.15)

C. When must political supporters disclose campaign contributions?

1. Every political committee shall appoint a treasurer. An expenditure shall not be made by the treasurer or his designee for or on behalf of a political committee without the approval of the chairman of the political committee, or the candidate.

2. Every person who receives contributions in excess of one hundred dollars for a political committee shall, not later than fifteen days from the date of receipt of the contributions or on demand of the treasurer, render to the treasurer on account of the total of all contributions;

including the name and address of the persons making a contribution in excess of ten dollars, the amount of such contribution, and the date on which the contributions were received. All funds of a political committee shall be segregated from any personal funds of officers, members, or associates of the political committee.

3. The treasurer of a political committee shall keep a detailed and exact amount of:

   a. All contributions made to or for the political committee

   b. The name and mailing address of every person making contributions in excess of ten dollars, and the date and amount of the contributions

   c. All disbursements made from contributions by or on behalf of the political committee

   d. The name and mailing address of every person to whom any expenditure is made, the date and amount of the expenditure and the name and address of, and office sought by each candidate, if any, on whose behalf the expenditure was made. Notwithstanding the provisions of this paragraph, the treasurer may keep a miscellaneous account for disbursements of less than five dollars which need only show the amount of the disbursement so long as the aggregate miscellaneous disbursements to any one person during a calendar year do not exceed one hundred dollars. (CI 56.3)

D. When must the names of financial supporters of a candidate, party or issue be reported?

Each report under this section shall disclose:

1. The amount of cash on hand at the beginning of the reporting period.

2. The name and address of each person who has made one or more contributions of money to the committee including the proceeds from any fund-raising events except those reportable under paragraph "7" of this subsection, when the aggregate amount in a calendar year exceeds the amount specified in the following schedule:

a.	For any candidate for school or township office	$25
b.	For any candidate for city office	$25
c.	For any candidate for county office	$25
d.	For any candidate for the General Assembly	$50
e.	For any candidate for the Congress of the United States	$100
f.	For any candidate for statewide office	$100
g.	For any state statutory political committee	$100
h.	For any county statutory political committee	$50
i.	For any ballot issue	$25

3. The total amount of contributions made to the political committee during the reporting period and not reported under paragraph "2" in this subsection.

4. The name and mailing address of each person who has made one or more in kind contributions to the committee when the aggregate market value of the in kind contribution in a calendar year exceeds the amount specified in subsection D, paragraph "2", of this section. In kind contributions shall be designated on a separate schedule from schedules showing contributions of money.

5. The name and address of each committee from which the reporting committee received or to which that committee transferred funds, together with the amounts and date of such receipts or disbursements.

6. Each loan to or from any person within the calendar year in an aggregate amount in excess of those amounts enumerated in the schedule in paragraph "2" of this subsection, together with the name and mailing address of the lender and endorsers and the date and amount of such loans. A state or county statutory political committee shall report the name and mailing address of each person who has made one or more loans in an aggregate amount in excess of one hundred dollars.

7. The total amount of proceeds from any fund-raising event. Contributions and sales at fund-raising events which involve the sale of a product acquired at less than market value and sold for an amount of money in excess of the amount specified in paragraph "2" of this subsection shall be designated separately from in kind and monetary contributions and the report shall include the name and address of the donor, a description of the product, the market value of the product, the sales price of the product, and the name and address of the purchaser. (CI 56.6)

E. What are the regulations regarding contributions of political resources other than money?

The Federal Election Campaign Act does not consider distribution of other political resources to candidates as a contribution, nor does the State of Iowa. Volunteers may expend unlimited time, skills, ideas, status and information, regardless of their market value, on behalf of a candidate. Individuals may also volunteer the use of their homes for campaign purposes and expend personal funds up to $500. for invitations and entertainment expenses without being considered to have made a contribution.

F. What are the regulations regarding contributions of political resources for issue campaigns rather than to specific candidates?

The regulations of the Federal Government and the State of Iowa have no application to contributions or expenditures designed to support or attack a particular point of view on a public issue. Expenditures and contributions that are issue-oriented need not be publicly disclosed.

G. What limits are placed on advertising?

The State of Iowa provides the following regulations:

Candidates subject to the campaign expense limitation provided in section 56.14 shall not expend an amount greater than their limitation for all of the following combined purposes in connection with each primary, special or general election campaign:

1. Television advertising
2. Radio advertising
3. Newspaper advertising
4. Billboard advertising

If any of the above means of campaigning are made available to or for the benefit of a candidate for free or at a reduced rate, or if the candidate owns the means of campaigning, he shall report this fact on his statement. In addition, he shall report the fair market value of the means of campaigning used and shall apply this sum to his campaign expense limitations in the same manner as if actually expended.

Candidates subject to this section shall not be required to apply the fair market value of the following items to their campaign expense limitation:

1. Coverage on television or radio news broadcasts.

2. Newspaper editorials and articles relating to the candidates or campaign issues.

3. Television or radio debates, provided all the candidates for the office representing a political party are participants in the debate or were invited to participate.

4. Television or radio discussion programs, provided that each candidate for the office, representing a political party of the state, has been offered equal time or is also a participant in the program.(C75, Paragraph 56.15) (CI 56.15)

H. What identification of sponsors must be included on political advertisements?

Whoever writes, prints, posts or distributes, or causes to be written, printed, posted, or distributed, a circular, poster, or advertisement which is designed to promote the nomination or election of a candidate for public office or to injure and defeat the nomination or election of any candidate for public office, or to influence the voters on any constitutional amendment, or to influence the voters on any member of the legislature, unless there appears upon such circular or poster or advertisement, in a conspicuous place, either the name of the chairman or secretary or of two officers of the organization issuing the same, or of the person who is responsible therefore, with his name and address, shall be guilty of a misdemeanor and upon conviction thereof shall be fined not exceeding one hundred dollars, or imprisoned in the county jail not to exceed thirty days, or be punished by both fine and imprisonment. (CI 738.22)

Nothing in section 738.22 shall apply to the editorial or news advertisements of any magazine or newspaper where the same is not a political advertisement, nor to cards, posters, lithographs, or circulars, issued by a candidate advertising his own candidacy. (CI 738.23)

I. May a supporter bribe a voter to vote for a particular candidate?

Any person offering or giving a bribe to any elector for the purpose of influencing his vote at any election authorized by law, or any elector entitled to vote at such election receiving such bribe, shall be fined not exceeding five hundred dollars, or imprisoned in the county jail not exceeding one year, or both. (CI 738.1)

J. May a candidate hire supporters to act in his/her behalf on election day?

If any person shall make an agreement with another to pay him any sum of money or other valuable thing in consideration that such other person shall refrain from voting at any election, or shall induce other qualified electors to refrain from voting, or that such other person shall perform any service or labor on any election day in the interest of any candidate for any office who is to be voted for at such election, or in the interest of any measure or political party, he shall be fined in any sum not less than fifty nor more than three hundred dollars, or be imprisoned in the county jail not exceeding ninety days. (CI 738.2)

Nothing in sections 738.2 and 738.3 shall be so construed as to punish individuals or committees of any political party for making contracts in good faith for the conveyance of voters to and from polling places and the payment of any reasonable compensation for such service. (CI 738.4)

K. May a person vote in an election for which he or she is not qualified or counsel others who are not qualified to vote in the election?

If any person, knowing himself not to be qualified, votes at any election authorized by law, he shall be fined not exceeding three hundred dollars, or be imprisoned in the county jail not exceeding one year. (CI 738.8)

If any person procures aid, assists, counsels, or advises another to give his vote, knowing that such person is disqualified, he shall be fined not exceeding five hundred nor less than fifty dollars, and be imprisoned in the county jail not exceeding one year. (CI 738.11)

L. May a supporter of a candidate prevent others from voting?

If any person unlawfully and by force, or threats of force, prevents, or endeavors to prevent, an elector from giving his vote at any public election, he shall be imprisoned in the county jail not exceeding six months, and fined not more than two hundred dollars. (CI 738.13)

M. May a supporter of a candidate force others to vote?

If any person procures, or endeavors to procure, the vote of any elector, or the influence of any person over other electors at any election, for himself, or for or against any candidate, by means of violence, threats of violence, or threats of withdrawing custom or dealing in business or trade, or enforcing the payment of debts, or bringing any civil or criminal action, or any other threat of injury to be inflicted by him or by his means, he shall be fined not exceeding five hundred dollars, or imprisoned in the county jail not more than one year. (CI 738.15)

N. May a supporter of a candidate solicit contributions from state employees?

It shall be unlawful for any person or political organization either directly or indirectly to solicit demand from any employee of any commission, board or agency created under the statutes of Iowa, any contribution of money or any other thing of value for election purposes or for the purpose of paying expenses of any political organization or any person seeking election to public office. (CI 740.13)

O. May a supporter of a candidate for one political party vote in the primary of another party in order to nominate a less qualified candidate?

It shall be prima-facie evidence of the violation of section 738.24 for any person who has participated in any primary election of one political party, to vote at a primary election held by another political party, to select candidates to be voted for at the same election; or to select delegates to any convention of the party holding such primary election. (CI 738.26)

Any precinct election official of such primary election shall have power to administer oaths to, and to examine under oath, any person offering to vote at such election, touching his qualifications to participate in such primary election, and it shall be the duty of such precinct election official to so examine or cause to be examined any person challenged as to his right to vote. (CI 738.27)

P. May a state employee act as a political supporter during the work day?

It shall be unlawful for any state officer, any state appointive officer, or state employee to leave the place of his or her employment or the duties of his or her office for the purpose of soliciting votes or engaging in campaign work during the hours of employment of any such officer or employee. (CI 740.16)

The provisions of sections 740.13 to 740.16, inclusive, shall not be construed as prohibiting any such officer or employee who is a candidate for political office to engage in campaign at any time or at any place for himself. (CI 740.17)

Questions to Ask Yourself

1. **Why must sponsors of political advertisements be identified?**
2. **Does the identification of sponsors regulate the use of any particular political resource? Which political resource(s) does this law regulate the use of?**
3. **If there were not laws regulating bribery and hiring of supporters, what changes would result in the use of political resources?**
4. **Are the penalties for bribery, voting when unqualified and preventing others from voting, sufficient to prevent these actions from taking place during an election? Do these laws affect candidates who have different political resources to use in a campaign differently? Explain.**

5. **Why is it illegal to solicit campaign contributions from state employees? Does this law effect the use of particular political resources?**

6. **Why are campaign organizations required to disclose the source of contributions and the expenses of their campaign?**

7. **Why are there regulations on the amount of money that can be spent on a campaign? Does this law equalize the influence of the political resource of wealth in a campaign?**

8. **Should laws similar to those regulating campaign activities during elections be enacted to regulate campaigns related to public issues; e.g., nuclear power plants?**

IV. Political Party Organizations

A. What is a political party?

The term "political party" shall mean a party which, at the last preceding general election, cast for its candidate for President of the United States or for Governor, as the case may be, at least two percent of the total vote cast for all candidates for that office at that election. It shall be the responsibility of the State Commissioner to determine whether any organization claiming to be a political party qualifies as such under the foregoing definition.

A political organization which is not a "political party" within the meaning of this section may nominate candidates and have the names of such candidates placed upon the official ballot by proceeding under chapters 44 and 45. (CI 43.2)

B. What is a political non-party organization?

Any convention or caucus of eligible electors representing a political organization which is not a political party as defined by law, may, for the state, or for any division or municipality thereof, or for any county, or for any sub-division thereof, for which such convention or caucus is held make one nomination of a candidate for each office to be filled therein at the general election. However, in order to qualify for any nomination made for a statewide elective office by such a political organization there shall be in attendance at the convention or caucus where the nomination is made a minimum of two hundred fifty eligible electors including at least one eligible elector from each of twenty-five counties. In order to qualify for any nomination to the office of United States Representatives there shall be in attendance at the convention or caucus where the nomination is made a minimum of fifty eligible electors who are residents of the congressional district including at least one eligible elector from each of at least one-half of the counties of the congressional district. In order to qualify for any nomination to an office to be filled by voters of a county or of a city there shall be in attendance at the convention or caucus where the nomination is made a minimum of ten eligible electors who are residents of the representative district or twenty eligible electors who are residents of the senatorial district, as the case may be, with at least one eligible elector from one-half of the voting precincts in the district in each case. The names of all delegates in attendance at such convention or caucus and such fact shall be certified to the state convention or caucus and such fact shall be certified to the State Commissioner together with the other certification requirements of this chapter. (CI 44.1)

C. How are county central committees selected?

Delegates to county conventions of political parties and party committee members shall be elected at precinct caucuses held not later than the second Monday in May of each even-numbered year. The state central committee of each political party shall set the date for said caucuses. In accordance therewith, the county chairperson of each political party shall issue the call for said caucuses. The county chairperson shall file with the commissioner the meeting place of each precinct caucus at least seven days prior to the date of holding such caucus.

There shall be selected among those present at a precinct caucus a chairman and a secretary who shall forthwith certify to the county central committee and the county commissioner the names of those elected as party committeemen and delegates to the county convention.

The central committee of each political party shall notify the delegates and committeemen so elected and certified of their election and of the time and place of holding the county convention. Such conventions shall be held either preceding or following the primary election but no later than ten days throughout the state. (CI 43.4)

Two members of the county central committee for each political party shall, at the precinct caucuses, be elected from each precinct. The term of office of a member shall begin at the time specified by the party's state constitution or bylaws and shall continue for two years and until his or her successor is elected and qualified, unless sooner removed by the county central committee for inattention to duty or incompetency. The party's state constitution or bylaws may permit the election of additional central committee members from each precinct in a number proportionate to the vote cast for the party's candidates for office in the respective precincts at preceding general elections. (CI 43.99)

D. What are the duties of the county central committee?

The county central committee shall organize within ten days before or after the day of the county convention. Each member elected to the county central committee shall receive written notice at least five days in advance of the time and place of the organizational meeting.

Every county central committee shall adopt a constitution and bylaws which shall govern the committee's operation. A copy of the constitution and bylaws so adopted shall be kept on file at the office of the commissioner for the county in which the central committee exists and at the office of the State Commissioner. Amendments to a county central committee's constitution or bylaws shall upon adoption be filed in the same manner as the original documents.

Vacancies in such committee may be filled by majority vote of the committee, or at a precinct caucus called pursuant to the party's state constitution or bylaws. (CI 43.100)

E. How are state central committees selected and what are their duties?

The state convention held by each political party pursuant to section 43.107 shall adopt a state platform, adopt or amend a state party constitution, and bylaws if desired, and transact other business which may properly be brought before it. A copy of the constitution and any bylaws so adopted or amended shall be kept on file in the office of the State Commissioner.

There shall be selected at or prior to each political party's state convention a state party central committee consisting of an equal number of members from each congressional district, which number shall be determined by the party constitution or bylaws, who shall be elected or nominated by the district convention or caucus.

The state central committee so selected may organize at pleasure for political work as is usual and customary with such committees, adopt bylaws, provide for the governing of party auxiliary bodies, and shall continue to act until succeeded by another central committee selected as required by this section. The receipts and disbursements of each political party's state central committee shall be audited annually by a certified public accountant selected by the state party central committee and the audit report shall be filed with the State Commissioner. (CI 43.11)

V. Candidacy for Election

A. What is a candidate?

"Candidate" means an individual who has taken affirmative action to seek nomination or election to a public office but shall exclude any judge standing for retention in a judicial election. (CI 56.2)

B. When must nomination papers be filed for or by a candidate?

Nomination papers in behalf of a candidate shall be filed:

1. For any elective county office, in the office of the county commissioner not later than five o'clock p.m. on the fifty-fifth day prior to the day fixed for holding the primary election.

2. For United States Senator, for an elective state office, for Representative in Congress, and for member of the General Assembly, in the office of the State Commissioner not earlier than eighty-five days nor later than five o'clock p.m. on the sixty-seventh day prior to the day fixed for holding the primary election. (S13, Paragraph 1087-a10; C24, 27, 31, 35, 39, Paragraph 537; C46, 50, 54, 58, 62, 66, 71, 73, 75, Paragraph 43.11) (CI 43.11)

C. What is a primary election?

"Primary election" means that election by the members of various political parties for the purpose of placing in nomination candidates for public office held as required by chapter 43. (CI 39.3)

D. What number of signatures are required to become a candidate for a primary election?

Nomination papers shall be signed by eligible electors as follows:

1. If for a state office, or United States Senator, by at least one percent of the voters of the candidate's party, in each of at least ten counties of the state, and in the aggregate not less than one-half of one percent of the total vote of the candidate's party in the state, as shown by the last general election.

2. If for a Representative in Congress, in districts composed of more than one county, by at least two percent of the voters of the candidate's party, as shown by the last general election, in each of at least one-half of the counties of the district, and in the aggregate not less than one percent of the total vote of the candidate's party in such district, as shown by the last general election. If for a representative in the General Assembly, not less than fifty voters of the representative district, and if for a senator in the General Assembly, not less than one hundred voters of the senatorial district. (CI 43.3)

E. What is the form for nomination papers?

All nomination papers shall be about eight and one-half by thirteen inches in size and in substantially the following form:

"I, the undersigned, an eligible elector of ________________ county or legislative district, and State of Iowa, hereby nominate ______________________ of ________________ county or legislative district, State of Iowa, who has affiliated with and is a member of the ________________ party, as a candidate for the office of ________________ to be voted for at the primary election to be held on ________________"

No signatures shall be counted unless they are on sheets each having such form written or printed at the top thereof. Nomination papers on behalf of candidates for seats in the General Assembly need only designate the number of the senatorial or representative district, as appropriate, and not the county or counties in which the candidate and the petitioners reside. (S13, Paragraph 1987-a10; C34, 37, 31, 35, 39, Paragraph 40; C46, 50, 54, 58, 62, 66, 71, 73, 75, Paragraph 43.14) (CI 43.14)

F. When are primary elections held?

The primary election by all political parties shall be held at the usual voting places at the several precincts on the first Tuesday after the first Monday in June in each even-numbered year. (S13, Paragraph 1987-a4; C24, 27, 31, 35, 39, Paragraph 46, 50, 54, 58, 62, 66, 71, 73, 75, Paragraph 43.7) (CI 43.7)

G. How may a candidate be nominated by petition?

Nominations for candidates for state offices may be made by nomination papers or papers signed by not less than one thousand eligible electors of the state; for candidates for offices filled by the voters of a county, district or other division by such papers signed by eligible electors residing in the county, district or division equal in number to at least two percent of the total vote received by all candidates for President of the United States or Governor, as the case may be, at the last preceding general election in such county, district or division; and for township, city or ward, by such papers signed by not less than twenty-five eligible electors. (CI 45.1)

Preparation of petition and affidavit. Each eligible elector who signs a nominating petition drawn up in accordance with this chapter shall add to the signature his or her residence address and the date of signing. The person whose nomination is proposed by the petition may not sign it. Before the petition is filed, there shall be endorsed upon or attached to it:

1. The affidavit of at least one eligible elector, stating that each of the persons who signed the petition did so voluntarily and is an eligible elector of the state, as defined by section 39.3, who is (or would be, if registered) entitled to vote for the candidate nominated by the petition. The candidate being nominated by the petition may sign the affidavit only if he or she personally circulated the petition. If the affiant also signed the nominating petition, that signature shall not be counted toward the total required by section 45.1.

2. An affidavit executed by that candidate, in substantially the following form:

   "I, ______________________ being duly sworn, say that I reside at ________________ street, city of ________________ county of ________________ in the State of Iowa; that I am a candidate for election to the office of ________________ at the election to be held on ______________ and hereby request that my name be printed upon the official ballot for that election as provided by law. I furthermore declare that I am eligible to the office for which I am a candidate and that if I am elected I will qualify as such officer.

   ____
   (Signed)

   Subscribed and sworn to (or affirmed) before me by ______________________ on this __________ day of ________________, 19 _____

   ____
   (Signed)

   ______________________"
   (Official title)

3. If for an office to be filled by the voters of the county or for the office of county supervisor elected from a district within the county, by at least two percent of the party vote in the county or supervisor district, as shown by the last general election, or by at least one hundred persons, whichever is less.

In each of the above cases, the vote to be taken for the purpose of computing the percentage shall be the vote cast for President of the United States or for Governor, as the case may be.

No candidate for public office shall cause nomination papers to remain filed in the office of the

State Commissioner or the commissioner on the last day for filing nomination papers, for more than one office to be filled at the primary election.

Any candidate for public office, to be voted for a primary election, who has filed nomination papers for more than one office shall, not later than the final date for filing, notify the State Commissioner or the commissioner by affidavit, for which office he elects to be a candidate, which in no case shall be more than one. In the event no such election is made by such date by the candidate, the State Commissioner shall not certify his name to be placed on the ballot for any office nor shall the commissioner place his name on the ballot in any county. (Cl 43.20)

Township office. The name of a candidate for a township office shall be printed on the official primary ballot of his party if he files his personal affidavit in the form prescribed by section 43.18, with the commissioner not later than five o'clock p.m. on the fifty-fifth day prior to the primary election. If prior to that time there is presented to the commissioner a nomination paper signed by at least ten eligible electors of the township requesting that the name of any person be placed on the primary ballot as a candidate for a township office, and the nomination paper is not accompanied by the candidate's personal affidavit, the commissioner shall advise the candidate that such an affidavit is required before his name may be placed on the ballot. (Cl 43.21)

VI. Election of Federal Officials

A. How is the President of the United States elected?

From *U. S. Constitution*, Article II, Section I.

The executive power shall be vested in President of the United States of America. He shall hold his office during the term of four years, and together with the Vice President, chosen for the same term, be elected as follows: Each state shall appoint, in such manner as the legislature thereof may direct, a number of electors, equal to the whole number of senators and representatives to which the state may be entitled in the Congress; but no senator or representative, or person holding an office of trust or profit under the United States, shall be appointed an elector.

From *U. S. Constitution*, Article XII

The electors shall meet in their respective states, and vote by ballot for President and Vice President, one of whom, at least, shall not be an inhabitant of the same state with themselves; they shall name in their ballots the person voted for as President, and in distinct ballots the persons voted for as a President, and of all persons voted for as Vice President, and of the number of votes for each, which lists they shall sign and certify, and transmit sealed to the seat of the government of the United States, directed to the President of the Senate;--The President of the Senate shall, in the presence of the Senate and House of Representatives, open all the certificates and the votes shall then be counted; --The person having the greatest number of votes for President, shall be the President; if such number be a majority of the whole number of electors appointed, and if no person have such majority, then from the person having the highest number not exceeding three on the list of those voted for as President, the House of Representatives shall choose immediately, by ballot, the President. But in choosing the President, the votes shall be taken by states, the representation from each state having one vote; a quorum for this purpose shall consist of a member or members from two-thirds of the states, and a majority of all the states shall be necessary to a choice. And if the House of Representatives shall not choose a President whenever the right of choice shall devolve upon them, before the fourth day of March next following, then the Vice President shall act as President, as in the case of the death or other constitutional disability of the President. The person having the greatest number of votes as Vice President, shall be the Vice President, if such number be a majority of the whole number of electors appointed, and if no person have a majority, then from the two highest numbers on the list, the Senate shall choose the Vice President; a quorum for the purpose shall consist of two thirds of the whole number of senators, and a majority of the whole number shall be necessary to a choice. But no person constitutionally ineligible to the Office of President shall be eligible to that of Vice President of the United States.

From *U. S. Constitution*, Article XX

Section 1. The terms of the President and Vice President shall end at noon on the 20th day of January, and the terms of senators and representatives at noon on the 3rd day of January, of the years in which such terms would have ended if this article had not been ratified; and the terms of their successors shall then begin.

Section 2. The Congress shall assemble at least once every year, and such meeting shall begin at noon on the 3rd day of January, unless they shall by law appoint a different day.

Section 3. If, at the time fixed for the beginning of the term of the President, the President-elect shall have died, the Vice President-elect shall become President. If a President shall not have been chosen before the time fixed for the beginning of his term, or if the President-elect shall have failed to qualify, then the Vice President-elect shall act as President until a President shall have qualified; and the Congress may by law provide for the case wherein neither a President-elect nor a Vice President-elect shall have qualified, declaring who shall then act as President, or the manner in which one is to act shall be selected, and such person shall act accordingly until a President or Vice President shall have qualified.

Section 4. The Congress may by law provide for the case of the death of any of the persons from whom the House of Representatives may choose a President whenever the right of choice of any of the persons from whom the Senate may choose a Vice President whenever the right of choice shall have devolved upon them.

Section 5. Sections 1 and 2 shall take effect on the 15th day of October following the ratification of this article.

B. How are Presidential electors elected?

At the general election in the years of the Presidential election, or at such other times as the Congress of the United States may direct, there shall be elected by the voters of the state one person from each congressional district into which the state is divided, and two from the state at large, as electors of President and Vice President, no one of whom shall be a person holding the office of senator or representative in Congress, or any office of trust or profit under the United States. (CI 54.1)

C. How are United States Senators elected?

The Senate of the United States shall be composed of two senators from each state, elected by the people thereof, for six years; and each senator shall have one vote. The electors in each state shall have the qualifications requisite for electors of the most numerous branch of the state legislatures.

When vacancies happen in the representation of any state in the Senate, the executive authority of such state shall issue writs of election to fill such vacancies: Provided, that the legislature of any state may empower the executive thereof to make temporary appointments until the people fill the vacancies by election as the legislature may direct.

This amendment shall not be construed as to affect the election or term of any senator chosen before it becomes valid as part of the Constitution. (*U.S. Constitution*, Article XVII)

Senators in the Congress of the United States shall be elected in the same manner in which state officers are elected. (CI 39.10)

D. How are United States Representatives elected?

The House of Representatives shall be composed of numbers chosen every second year by the people of the several states, and the electors in each state shall have the qualifications requisite for electors of the most numerous branch of the state legislature. (*U.S. Constitution*, Article I, Sec. 2)

E. What are the designated congressional districts for the State of Iowa?

The State of Iowa is hereby organized and divided into six congressional districts, which shall be composed, respectively, of the following counties:

1. The first district shall consist of the counties of Benton, Poweshiek, Iowa, Johnson, Scott, Washington, Louisa, Muscatine, Jefferson, Henry, Des Moines, Van Buren and Lee.

2. The second district shall consist of the counties of Winneshiek, Allamakee, Fayette, Clayton, Delaware, Dubuque, Linn, Jones, Jackson, Cedar and Clinton.

3. The third district shall consist of the counties of Worth, Mitchell, Howard, Hancock, Cerro Gordo, Floyd, Chickasaw, Wright, Franklin, Butler, Bremer, Hamilton, Hardin, Grundy, Black Hawk, Buchanan, Marshall and Tama.

4. The fourth district shall consist of the counties of Polk, Jasper, Marion, Mahaska, Keokuk, Lucas, Monroe, Wapello, Appanoose and Davis.

5. The fifth district shall consist of the counties of Carroll, Greene, Boone, Story, Harrison, Shelby, Audubon, Guthrie, Dallas, Pottawattamie, Cass, Adair, Madison, Warren, Mills, Montgomery, Adams, Union, Clarke, Fremont, Page, Taylor, Ringgold, Decatur and Wayne.

6. The sixth district shall consist of the counties of Lyon, Osceola, Dickinson, Emmet, Kossuth, Winnebago, Sioux, O'Brien, Clay, Palo Alto, Plymouth, Cherokee, Buena Vista, Pocahontas, Humboldt, Woodbury, Ida, Sac, Calhoun, Webster, Monona and Crawford.

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VII. Election of State Executive Officials

A. How is the Governor of Iowa elected?

The Governor shall be elected by the qualified electors at the time and place of voting for members of the General Assembly and shall hold his office for four years from the time of his installation and until his successor is elected and qualifies. (*Iowa Constitution,* Article IV, Sec. 2)

B. What are the duties of the Governor?

The Governor appoints all principal officers of the State not elected by the people, and certain offices connected with the State government, by and with the consent of the Senate. When any office, from any cause, becomes vacant, and no mode is provided by the Constitution and laws for filling such vacancy, he has power to fill such vacancy.

The Chief Executive also is responsible for taking final action on all laws enacted by the General Assembly. He may approve, by signing, a bill passed by both houses or disapprove, by veto, or he may allow a bill to become law without his signature.

Also, the Governor may call an extra session of the Assembly when he feels the necessity of such action; may order adjournment of the legislature if the members cannot reach agreement when to adjourn; and must report to the legislature the financial condition of the State and his recommendation for any appropriate action concerning the financial status.

The Governor has the task of granting or denying executive clemency in the form of restoration of voting rights, commutation of sentences, pardons, and remissions of fines and forfeitures.

The specific duties also include being commander-in-chief of the military forces of the State, Chairman of the Executive Council, issuing notary public commissions, issuing land patents, and granting or denying extradition whenever there is a request for a fugitive from justice.

The Governor has many obligations as the Chief Executive to the people of Iowa in addition to the specific statutory duties. These include meeting different groups or individuals to discuss their problems which in some way have effect upon the government; conferring with Iowa's national delegation to coordinate national situations which might affect Iowa; answering voluminous correspondence from the electorate; and endeavoring to meet visitors who wish to come and visit the State Capitol and the Governor's office. In summary, the Governor is the chief administrator of the State government and despite limited constitution and statutory powers in many areas, is held responsible by the citizenry for the effective and efficient administration of the various departments and agencies. (*Iowa Official Register,* p. 9)

C. How is the Lieutenant Governor elected?

There shall be a Lieutenant Governor who shall hold his office for the same term, and be elected at the same time as the Governor. In voting for Governor and Lieutenant Governor, the electors shall designate for whom they vote as Governor, and for whom as Lieutenant Governor. The returns of every election for Governor, and Lieutenant Governor, shall be sealed up and transmitted to the seat of government of the State, directed to the Speaker of the House of Representatives, who shall open and publish them in the presence of both Houses of the General Assembly. (*Iowa Constitution,* Article IV, Sec. 3)

D. What are the duties of the Lieutenant Governor?

The Iowa Constitution provides for the Lieutenant Governor to become acting Governor in case health, impeachment, resignation, removal from office, or disability prevent the Governor from performing his duties.

The Constitution also makes the Lieutenant Governor the President of the Iowa Senate. Further, under the Senate rules, he is empowered to appoint Senate committees and to assign bills to those committees.

The Lieutenant Governor also appoints the Senate members of the Legislative Council, the Departmental Rules Review Committee, the Capitol Planning Commission and the Interstate Cooperation Commission.

The Lieutenant Governor's salary is twice that of senators', but he receives the same mileage and expense allowances they do.

A full-time office is maintained by the Lieutenant Governor immediately behind the Senate chambers. (*Iowa Official Register,* p. 12)

E. How are the Secretary of State, Auditor and Treasurer elected?

A Secretary of State, an Auditor of State and a Treasurer of State shall be elected by the qualified electors at the same time that the Governor is elected and for a four-year term commencing on the first day of January next after their election, and they shall perform such duties as may be provided by law.

F. What are the duties of the Secretary of State?

The office of Secretary of State is established by the Constitution of Iowa. Its principal departments are the Corporations and Trademarks Division, Uniform Commercial Code Division, Elections Division, Notaries Public Division, Land Office Division, and the General Office.

Several chapters of the code which implement Article VIII of the Constitution set forth the Secretary of State's duties relating to corporations. These in general involve examining, approving, processing, and filing a wide variety of profit, non-profit, foreign, and domestic corporation instruments, and issuing certificates to reflect the instruments filed. Roughly 25,000 corporation certificates are signed and issued by the Secretary of State each year, and about 35,000 annual corporation reports are audited, approved, and indexed for public inspection. The Secretary of State accepts service of nearly 1,000 original notices each year on non-resident defendants and foreign corporation defendants. Trademarks, labels, and forms of advertising are filed in the office of Secretary of State for protective registration.

The Secretary of State is the principal filing officer under the Uniform Commercial Code Act. This type of filing is intended to create a security interest in personal property or fixtures located in Iowa and covers sales of accounts, contract rights, and chattel paper. Over 100,000 such filings are presently on record.

The Secretary of State is Election Commissioner for the State of Iowa. This imposes a broad range of responsibilities in coordinating election matters with county commissioners of elections. The State Commissioner conducts statewide schools of instruction, promulgates rules and regulations for the conduct of elections, prescribes forms responds to innumerable telephone and letter inquiries, publishes the canvass of the primary and general election vote, maintains the record of the canvass of the vote by the State Executive Council, and prepares certificates of election. The office performs a multitude of other election duties which includes retaining for public inspection reports of campaign receipts and expenditures submitted by candidates for federal and state offices.

There are approximately 24,000 notaries public in the State of Iowa. Each notary public must procure a commission from the Secretary of State. A record must be kept of all commissions and attested copies are furnished upon request.

The State Land Office maintains a record of thousands of parcels of land formerly and presently owned by the State of Iowa. There is a continuing turnover as land is acquired through purchase, gift, or condemnation or disposed of through sale or other procedures. The Land Office prepares and records all patents which convey title of State lands to others. Patents are signed by the Governor and are countersigned by the Secretary of State.

The General Office preserves for public inspection many original and official documents of the State, including the Constitution, the original statutes of Iowa, authenticated journals of the General Assembly, administrative rules and regulations, election records, bonds of various elective and appointive officials, and a record of incorporated cities and towns.

The Secretary of State is chairman of the Iowa Real Estate Commission, member of the State Executive Council, the Employment Agency Licensing Commission, the Revolutionary War Bicentennial Commission, and is State Commissioner of Athletics.

The State Constitution provides that all grants and commissions shall be in the name and by the authority of the people of the State of Iowa, sealed with the Great Seal of the State, signed by the Governor, and countersigned by the Secretary of State.

The office is entirely self-supporting through fees collected for services provided to the public. (*Iowa Official Register*, p. 14)

G. What are the duties of the State Auditor?

The Auditor of State is a constitutional official who is required by law to make full settlement at least once a year between the State and all state offices and departments and all political subdivisions of the State receiving or expending state funds. He is also required to make a complete audit of the books, records and accounts of every department of state. These departments include the Governor's office, Attorney General's office, office of Secretary of State, Department of Agriculture, Commerce Commission, Conservation Commission, Department of Revenue, Department of Transportation, State University of Iowa, University of Northern Iowa, Iowa State University, Department of Social Services, and all other departments, boards and commissions of the State. This audit includes: (1) a report of the actual condition of the department; (2) an opinion as to whether all funds have been expended for the purpose for which appropriated, whether the department is efficiently conducted, and if the maximum results for the money expended are obtained; (3) a report of all illegal or unbusinesslike practices; (4) any recommendations for greater simplicity, accuracy, efficiency or economy in the operation of the department; (5) comparisons of prices paid and terms obtained by the various departments for goods and services of like character and reasons for differences if any; (6) any other information which in his judgment may be of value.

In addition to these annual audits, the Auditor of State is required by law to audit the accounts, records and documents of the State Treasury daily, and to make quarterly preliminary audits of the state educational institutions and of the State Fair Board.

Another primary responsibility of the Auditor of State is to make an annual audit of the 99 counties. These audits are made without notice and the auditors make a complete audit of all county offices. The Auditor of State also has the responsibility for the audits of cities and towns, school districts, and county hospitals. All audits must be filed with the Auditor of State. All audit reports of governmental bodies are a matter of public record and are available for inspection in the office of the Auditor of State and the office of the body audited.

The regulation and examination of state chartered savings and loan associations and industrial loan companies are the responsibility of the Auditor of State in addition to the governmental bodies over which he has supervision.

Annual and biennial reports which reflect in summary the findings of the annual audits are required by law. These reports include operations of county government, municipal finances, the activities of the Auditor of State, and summaries of financial statements and other pertinent information regarding savings and loan associations.

The Auditor is also responsible for auditing and analyzing annual investment reports of all political subdivisions in the State except townships.

The Auditor of State is a member of the State Executive Council, the State Board of Appeal, the Geological Survey, and the Bonus Board. (*Iowa Official Register*, p. 16)

H. What are the duties of the State Treasurer?

A constitutionally elected official, the Treasurer of State serves a four-year term as Iowa's monetary officer. He is charged with the investment and custody of funds totaling an average daily balance of more than 1.6 billion dollars. In addition, the Treasurer of State is the designated custodian at the Federal Reserve Bank of Chicago for Iowa's Unemployment Compensation Fund. Total investment transactions of the Treasurer's office – bank transfers, investment purchases and investment sales – equal approximately 6.6 billion dollars per year.

Aside from his investment of temporarily idle state funds, the Treasurer invests funds of the Iowa Public Employment Retirement System, the Public Safety Peace Officers Retirement System, the Iowa Centennial Memorial Foundation and the William Hawks Memorial.

He is a member of the State Appeal Board and the Iowa Bonus Board.

The Treasurer of State approves all Iowa banks as depositories for state funds and approves increases in deposit limits for all public funds throughout Iowa, following initial approval by the executive body of each Iowa political subdivision.

Once each month, the Treasurer, in cooperation with the State Superintendent of Banking and State Insurance Commissioner, sets the interest rate that may be paid on public funds deposited in Iowa banks.

As custodian of the State Sinking Fund, the Treasurer makes appropriate assessments against depositories holding public funds, such funds to be used to recover losses in the event of a depository's failure or change in ownership and financial status.

Further, the Treasurer of State is responsible for investment and custody of monies and property falling to the State under Iowa's Unclaimed Property Act, enacted by the 62nd General Assembly.

Accountable for all receipts and disbursements of funds, the State Treasury balance is audited daily. All monies due the State of Iowa are received and deposited by the Treasurer of State. All disbursements of state monies are made by the Treasurer of State, either directly or by redemption of all proper warrants issued. The Treasurer submits a complete report, as required by law, to the Governor of Iowa at the end of each biennium, accounting for all receipts and disbursements since the last such report.

As a member of the State Executive Council, Iowa's administrative governing body, the Treasurer of State – in cooperation with the Governor, Secretary of State, Auditor of State and Secretary of Agriculture – participates in fiscal and other governmental decisions on a day-to-day basis. (*Iowa Official Register*, p. 18)

I. How is the Attorney General of the State of Iowa elected?

The General Assembly shall provide, by law, for the election of an Attorney General by the people, whose term of office shall be four years, and until his successor is elected and qualifies. (*Iowa Constitution*, Article V, Sec. 12)

J. What are the duties of the Attorney General?

The Attorney General is a constitutional officer within the judicial department of government and is elected by vote of the people every four years. As head of the Department of Justice and chief legal officer of the State, the Attorney General prosecutes and defends all cases in the Supreme Court in which the State is a party of interest. In addition, he represents the State in other actions and proceedings both civil and criminal, when, in his judgment, the best interests of the State require him to do so, or when he is requested to appear by the Governor, the Executive Council or the General Assembly.

The Attorney General is charged with the responsibility of supervising the 99 county attorneys in all matters pertaining to the duties of their offices and in this capacity he frequently counsels and advises them with respect to problems which occur during the course of their official duties.

All drafts of contracts, forms and other legal documents which may be required for the use of the State are prepared by the Attorney General.

When requested to do so, the Attorney General gives his written opinion upon all questions of law submitted to him by the General Assembly or by either house thereof or by an elective or appointive state official. At the close of each biennium the Attorney General submits a report to the Governor setting forth the condition of his office, opinions rendered and other business transacted which is of public interest.

K. **How is the Secretary of Agriculture elected?**

The Governor, Lieutenant Governor, Secretary of State, Auditor of State, Treasurer of State, Secretary of Agriculture, and Attorney General shall be elected for a term of four years at the general election held in the year 1974 and every four years thereafter. (CI 39.9)

L. **What are the duties of the Secretary of Agriculture?**

The Iowa Department of Agriculture was established by the Fortieth General Assembly in 1923, consolidating several state divisions into one department. The object of the department is to encourage, promote, and advance the interests of agriculture--including horticulture, livestock industry, dairying, cheese-making, poultry-raising, beekeeping, production of wool, production of domesticated fur-bearing animals, and other kindred and allied industries; to promote and devise methods of conducting said industries with a view to increasing production and facilitating an adequate distribution of the same at the least cost to the producer and consumer; and to administer efficiently and impartially the inspection service of the State which is now or may be hereafter placed under its supervision.

In January, 1973, Secretary Lounsberry restructured the department to create a more efficient and responsible governmental agency by establishing three operational units within the department. These units are the Administrative, Regulatory and Laboratory Divisions, and each unit is headed by an administrator directly responsible to the Secretary.

The Administrative Division is supervised by Deputy Secretary of Agriculture Thatcher Johnson. He supervises the directors of these following subdivisions: Personnel, Information, Marketing, Licensing, Legal, Sheep, Apiary, Horticulture, Weather, Accounting, Dairy Trade Practices, Agriculture Statistics, and Market News.

The Regulatory Division is supervised by Dr. E. A. Butler; he administers the following subdivisions: Food Products Control, Dairy Products Control, Meat and Poultry, Animal Industry, and Weights and Measures.

The Laboratory Division is headed by J. D. Hook. Its subdivisions are Feed, Pesticides, Fertilizer, Entonomology and Seed, Medicated Feed, also the Dairy and Food Laboratory and Meat and Poultry Laboratory.

Iowa, more than any other state, is truly the food basket of the world, producing 25% of the nation's pork supply and 16% of the nation's grain-fattened cattle. Each Iowa farmer annually produces enough beef to feed 295 persons, enough pork for 524 persons, enough dairy products for 90, enough lamb for 111, enough turkey for 113, and enough eggs for 65 persons.

Therefore, as it carries out its regulatory and promotion programs authorized by Iowa law, the Iowa Department of Agriculture is increasingly aware that today's concept of agriculture includes not only production, but also the processing, manufacturing, marketing, servicing, utilization and consumption of agricultural products. It is a unique task both in scope and detail, but also a challenge which the department is prepared to meet.

The department's executive offices adhere to the principle that--if farmers are prosperous, all Iowans will prosper. This, then, is in keeping with the more sublime principle, that as an elected official, the Secretary of Agriculture must represent all of the citizens of this State. Yet the first principle permits us to pursue a course which will directly benefit farmers, and at the same time be confident that indirectly the same course will benefit all of the people within our State borders. (*Iowa Official Register*, p. 20)

VIII. Election of the Iowa General Assembly

A. How are Representatives to the Iowa General Assembly elected?

The members of the House of Representatives shall be chosen every second year, by the qualified electors of their respective districts and their term of office shall commence on the first day of January next after their election, and continue two years, and until their successors are elected and qualified. (*Iowa Constitution*, Article III, Sec. 3)

Members of the House of Representatives shall be elected at the general election in the respective representative districts and hold office for the term of two years. (CI 39.16)

B. How are Senators in the Iowa General Assembly elected?

Senators shall be chosen for the term of four years, at the same time and place as representatives; they shall be twenty-five years of age, and possess the qualifications of representatives as to residence and citizenship. (*Iowa Constitution*, Article III, Sec. 5)

Senators in the General Assembly shall be elected at the general election in the respective senatorial districts and shall hold office for the term of four years. (CI 39.15)

C. What are the limitations on numbers of Representatives and Senators in the Iowa General Assembly?

The Senate shall be composed of not more than fifty and the House of Representatives of not more than one hundred members. Senators and representatives shall be elected from districts established by law. Each district shall be of compact and contiguous territory. The State shall be apportioned into senatorial and representative districts on the basis of population. The General Assembly may provide by law for factors in addition to population, not in conflict with the Constitution of the United States, which may be considered in the apportioning of senatorial districts. No law so adopted shall permit the establishment of senatorial districts whereby a majority of the members of the Senate shall represent less than forty percent of the population of the State as shown by the most recent United States decennial census. (*Iowa Constitution*, Article III, Sec. 34)

The number of senators shall total not more than one-half the membership of the House of Representatives. Senators shall be classified so that as nearly as possible one-half of the members of the Senate shall be elected every two years. (*Iowa Constitution*, Article III, Sec. 6)

D. How are the number and districts for members of the Iowa General Assembly determined?

The General Assembly shall in 1971 and in each year immediately following the United States decennial census determine the number of senators and representatives to be elected to the General Assembly and establish senatorial and representative districts. The General Assembly shall complete the apportionment prior to September 1 of the year so required. If the apportionment fails to become law prior to September 15 of such year, the Supreme Court shall cause the State to be apportioned into senatorial and representative districts to comply with the requirements of the Constitution prior to December 31 of such year. The reapportioning authority shall, where necessary in establishing senatorial districts, shorten the term of a senator prior to completion of the term. Any senator whose term is so terminated shall not be compensated for the uncompleted part of the term. (*Iowa Constitution*, Article III, Sec. 35)

Senate Districts

Senate District 1 consists of House Districts 1 and 2.
Senate District 2 consists of House Districts 3 and 4.
Senate District 3 consists of House Districts 5 and 6.
Senate District 4 consists of House Districts 7 and 8.
Senate District 5 consists of House Districts 9 and 10.
Senate District 6 consists of House Districts 11 and 12.
Senate District 7 consists of House Districts 13 and 14.
Senate District 8 consists of House Districts 15 and 16.
Senate District 9 consists of House Districts 17 and 18.
Senate District 10 consists of House Districts 19 and 20.
Senate District 11 consists of House Districts 21 and 22.
Senate District 12 consists of House Districts 23 and 24.
Senate District 13 consists of House Districts 25 and 26.
Senate District 14 consists of House Districts 27 and 28.
Senate District 15 consists of House Districts 29 and 30.
Senate District 16 consists of House Districts 31 and 32.
Senate District 17 consists of House Districts 33 and 34.
Senate District 18 consists of House Districts 35 and 36.
Senate District 19 consists of House Districts 37 and 38.
Senate District 20 consists of House Districts 39 and 40.
Senate District 21 consists of House Districts 41 and 42.
Senate District 22 consists of House Districts 43 and 44.
Senate District 23 consists of House Districts 45 and 46.
Senate District 24 consists of House Districts 47 and 48.
Senate District 25 consists of House Districts 49 and 50.
Senate District 26 consists of House Districts 51 and 52.
Senate District 27 consists of House Districts 53 and 54.
Senate District 28 consists of House Districts 55 and 56.
Senate District 29 consists of House Districts 57 and 58.
Senate District 30 consists of House Districts 59 and 60.
Senate District 31 consists of House Districts 61 and 62.
Senate District 32 consists of House Districts 63 and 64.
Senate District 33 consists of House Districts 65 and 66.
Senate District 34 consists of House Districts 67 and 68.
Senate District 35 consists of House Districts 69 and 70.
Senate District 36 consists of House Districts 71 and 72.
Senate District 37 consists of House Districts 73 and 74.
Senate District 38 consists of House Districts 75 and 76.
Senate District 39 consists of House Districts 77 and 78.
Senate District 40 consists of House Districts 79 and 80.
Senate District 41 consists of House Districts 81 and 82.
Senate District 42 consists of House Districts 83 and 84.
Senate District 43 consists of House Districts 85 and 86.
Senate District 44 consists of House Districts 87 and 88.
Senate District 45 consists of House Districts 89 and 90.
Senate District 46 consists of House Districts 91 and 92.
Senate District 47 consists of House Districts 93 and 94.
Senate District 48 consists of House Districts 95 and 96.
Senate District 49 consists of House Districts 97 and 98.
Senate District 50 consists of House Districts 99 and 100.

IX. Election of State Judicial Officials

A. What are the terms of judges?

Members of all courts shall have such tenure in office as may be fixed by law, but terms of Supreme Court judges shall not be less than eight years and terms of District Court judges shall not be less than six years. Judges shall serve for one year after appointment and until the first day of January following the next judicial election after the expiration of such year. They shall at such judicial election stand for retention in office on a separate ballot which shall submit the question of whether such judge shall be retained in office for the tenure prescribed for such office and when such tenure is a term of years, on their request, they shall, at the judicial election next before the end of each term, stand again for retention on such ballot. Present Supreme Court and District Court judges at the expiration of their respective terms, may be retained in office in like manner for the tenure prescribed for such office. The General Assembly shall prescribe the time for holding judicial elections.

B. How are State Judicial Nominating Commissioners selected?

The Governor shall appoint, subject to confirmation by the Senate, one eligible elector of each congressional district to the State Judicial Nominating Commission for a six-year term beginning July 1. The terms of no more than three nor less than two of such members shall expire within the same two-year period. The Governor shall within thirty days following the organization of each regular session of the General Assembly, appoint for a like term, with approval of the Senate, a successor to the member of the Commission from a congressional district whose term of office will expire June 30 following. (CI 46.1)

C. How are judges of the Supreme Court, Appeals Court and District Courts nominated?

Each Judicial Nominating Commission shall carefully consider the individuals available for judge; within sixty days after receiving notice of a vacancy shall certify to the Governor and the Chief Justice the proper name of nominees, in alphabetical order. Such nominees shall be chosen by the affirmative vote of a majority of the full statutory number of commissioners upon the basis of their qualifications and without regard to political affiliation. (CI 46.14)

D. What are the qualifications for judge of the Supreme Court, Appeals Court and District Courts?

Nominees shall be members of the Bar of Iowa, shall be residents of the state or district of the court to which they are nominated, and shall be of such age that they will be able to serve an initial and one regular term of office to which they are nominated before reaching the age of seventy-two years. No person shall be eligible for nomination by a commission as judge during the term for which he was elected or appointed to that commission. Absence of a commissioner or vacancy upon the commission shall not invalidate a nomination. The chairman of the commission shall promptly certify the names of the nominees, in alphabetical order, to the Governor and Chief Justice. (CI 46.14)

E. What are the conditions for appointment to the Supreme Court, Appeals Court and District Courts?

All appointments to the Supreme Court and Court of Appeals shall be made from the nominees of the State Judicial Nominating Commission, and all appointments to the District Court shall be made from the nominees of the District Judicial Nominating Commission. Nominees to the Court of Appeals shall have the qualifications prescribed for nominees to the Supreme Court.

Vacancies in the Court of Appeals shall be filled by appointment by the Governor from a list of nominees submitted by the State Judicial Nominating Commission. Three nominees shall be submitted for each vacancy. If the Governor fails to make an appointment within thirty days after a list of nominees has been submitted, the appointment shall be made from the list of nominees by the Chief Justice of the Supreme Court. (CI 45.15)

F. What are the procedures for a judge to stand for retention?

At least ninety days prior to the judcial election preceding expiration of his or her initial or regular term of office, a judge of the Supreme Court, Court of Appeals, or District Court including district associate judges may file a declaration of candidacy with the State Commissioner of Elections, whereupon such judge shall stand for retention or rejection at that election. If a judge fails to file such declaration, his or her office shall be vacant at the end of his or her term. District associate judges filing such a declaration shall stand for retention in the county of their residence. (CI 46.20)

At least fifty-five days prior to each judicial election, the State Commissioner of Elections shall certify to the county commissioner of elections of each county a list of the judges of the Supreme Court, Court of Appeals and District Court including district associate judges to be voted on in such county at that election. The county commissioner of elections shall place the names upon the ballot in the order in which they appear in the certificate, unless only one county is voting thereon. The State Commissioner of Elections shall rotate the names in the certificate by county, or the county commissioner of elections shall rotate them upon the ballot by precinct if only one county is voting thereon. The names of all judges to be voted on shall be placed upon one ballot which shall be in substantially the following form:

STATE OF IOWA
JUDICIAL BALLOT
(DATE)
VOTE ON ALL NAMES BY PLACING AN X IN THE APPROPRIATE BOX AFTER EACH NAME

SUPREME COURT

Shall the following judges of the Supreme Court be retained in office?

John Doe Yes ☐ No ☐
Richard Roe Yes ☐ No ☐

COURT OF APPEALS

Shall the following judges of the Court of Appeals be retained in office?

John Doe Yes ☐ No ☐
Richard Roe Yes ☐ No ☐

DISTRICT COURT

Shall the following judge or associate judge of the District Court be retained in office?

John Doe Yes No
Richard Roe Yes No

(CI 46.21)

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Appendix B
Local Government

I. City Elections

A. What are city elections?

"City election" means any election held in a city for nominations or election of the officers thereof including a city primary or run-off. (CI 39.3)

B. When are city elections held?

A city shall hold a regular city election on the first Tuesday after the first Monday in November of each odd-numbered year. A city shall hold regular, special, primary or run-off city elections as provided by state law.

The mayor or council shall give notice of any special election to the county commissioner of elections. The county commissioner of elections shall publish notice of any city election and conduct the election pursuant to the provisions of chapters 39 to 53, except as otherwise specifically provided in chapters 362 to 392. The results of any election shall be canvassed by the county board of supervisors and certified by the county commissioner of elections to the mayor and the council of the city for which the election is held. (CI 376.1)

C. What are the terms of city officers?

Terms of city officers begin and end at noon on the first day in January which is not a Sunday or legal holiday, following a regular city election.

Except as otherwise provided by state law or the city charter, terms for elective offices are two years. However, the term of an elective office may be changed to two or four years by petition and election. Upon receipt of a valid petition as defined in section 362.4, requesting that the term of an elective office be changed, the council shall submit the question at a special city election to be held within sixty days. If a majority of the persons voting at the special election approves the changed term, it becomes effective at the beginning of the term following the next regular city election. If a majority does not approve the changed term, the council shall not submit the same proposal to the voters within the next four years.

At the first regular city election after the terms of councilmen are changed to four years, terms shall be staggered as follows:

1. If an even number of councilmen are elected at large, the half of the elected councilmen who receive the highest number of votes are elected for four-year terms. The remainder are elected for two-year terms.
2. If an odd number of councilmen are elected at large, the majority of the elected councilmen who receive the highest number of votes are elected for four-year terms. The remainder are elected for two-year terms.
3. In case of a tie the mayor and clerk shall determine by lot which councilmen are elected for four-year terms.
4. If the councilmen are elected from wards, the councilmen elected from the odd-numbered wards are elected for four-year terms and the councilmen elected from even-numbered wards are elected for two-year terms.

D. What are the procedures for nominating candidates for city office?

Candidates for elective city offices must be nominated as provided in sections 376.4 to 376.9 unless by ordinance a city chooses the provisions of chapters 44 or 45. However, a special charter city may continue to hold partisan elections as provided in sections 43.112 to 43.118 and 420.126 to 420.137. (CI 376.3)

E. How do you become a candidate for a city election?

An eligible elector of a city may become a candidate for an elective city office by filing with the city clerk a valid petition requesting that his or her name be placed on the ballot for that office. The petition must be filed not more than sixty-five days nor less than forty days before the date of the election, and must be signed by eligible electors equal in number to at least two percent of those who voted to fill the same office at the last regular city election, but not less than ten persons. Nomination petitions shall be filed not later than five o'clock p.m. on the last day for filing.

The petitioners for an individual seeking election from a ward must be residents of the ward at the time of signing the petition. An individual is not eligible for election from a ward unless he is a resident of the ward at the time he files the petition and at the time of election.

The petition must include the signature of the petitioners, a statement of their place of residence, and the date on which they signed the petition.

The petition must include the affidavit of at least one eligible elector other than the petitioners, stating the affiant's knowledge, information, and belief as to the residence of the petitioners. The candidate for whom the petition is filed may sign the affidavit only if he or she personally circulated the petition. If the affiant also signed the nomination petition, that signature shall not be counted toward the total required by this section.

The petition must include the affidavit of the individual for whom it is filed, stating his name, his residence, that he is a candidate and eligible for the office, and that if elected he will qualify for the office.

The city clerk shall accept the petition for filing if on its face it appears to have the requisite number of signatures and if it is timely filed.

The city clerk shall deliver all nomination petitions to the county commissioner of elections not later than five o'clock p.m. on the day following the last day on which nomination petitions can be filed. Any person on whose behalf nomination petitions have been filed under this section may withdraw as a candidate by filing a signed statement to that effect as prescribed in section 44.9. (CI 376.2)

II. Forms of City Government

A. What are the forms of city government?

1. The forms of city government are:

    a. Mayor-council, or mayor council with appointed manager
    b. Commission
    c. Council-manager-at-large
    d. Council-manager-ward
    e. Home rule charter
    f. Special charter

A city when first incorporated has the mayor-council form. A city retains its form of government until it adopts a different form as provided in this division.

Within thirty days of the date that this section becomes effective, a city shall adopt by ordinance a charter embodying its existing form of government, which must be one of the forms provided in this division, and shall file a copy of its charter with the Secretary of State, and maintain copies available for public inspection. (CI 372.1)

B. How may a city change forms of government?

A city may adopt a different form of government not oftener than once in a six-year period. A different form, other than a home rule charter or special charter, must be adopted as follows:

1. Eligible electors of the city, equal in number to at least twenty-five percent of the persons who voted at the last regular city election, may petition the mayor to adopt a different form of city government.

2. Within one week after receiving a valid petition, the mayor shall proclaim a special city election to be held within sixty days to determine whether the city shall change to a different form of government. The mayor shall notify the county commissioner of elections to publish notice of the election and conduct the election pursuant to the provisions of chapters 39 to 53. The county commissioner of elections shall certify the results of the election to the mayor.

3. If a majority of the persons voting at the special election approves the proposed form, it is adopted.

4. If a majority of the persons voting at the special election does not approve the proposed form, that form may not be resubmitted to the voters within the next four years.

5. If the proposed form is adopted:

   a. The elective officers provided for in the adopted form are to be elected at the next regular city election held more than sixty days after the special election at which the form was adopted, and the adopted form becomes effective at the beginning of the new term following the regular city election.

   b. The change of form does not alter any right or liability of the city in effect at the time of the special election at which the form was adopted.

   c. All departments and agencies shall continue to operate until replaced.

   d. All measures in effect remain effective until amended or repealed, unless they are irreconcilable with the adopted form.

   e. Upon the effective date of the adopted form, the city shall adopt by ordinance a new charter embodying the adopted form, and shall file a copy of its charter with the Secretary of State, and maintain copies available for public inspection. (CI 372.2)

C. How does a city adopt a home rule charter?

A city to be governed by the home rule charter form shall adopt a home rule charter in which its form of government is set forth. A city may adopt a home rule charter only by the following procedures:

1. A home rule charter may be proposed by:

   a. The council, causing a charter to be prepared and filed and by resolution submitted it to the voters.

   b. Eligible electors of the city equal in number to at least twenty-five percent of the persons who voted at the last regular city election petitioning the council to appoint a charter commission to prepare a proposed charter. The council shall, within thirty days of the filing of a valid petition, appoint a charter commission composed of not less than five nor more than fifteen members. The charter commission shall, within six months of its appointment, prepare and file with the council a proposed charter.

2. When a charter is filed, the council and mayor shall notify the county commissioner of elections to publish notice and conduct the election. The notice shall be published at least twice in the manner provided in section 362.3, except that the publications must occur within sixty days of the filing of the home rule charter, with a two-week interval between each publication. The council shall provide copies of a proposed charter for public distribution by the city clerk.

3. The proposed home rule charter must be submitted at a special city election on a date selected by the mayor after consulting regarding the date on which the election may most conveniently be held with the county commissioner of elections who will be responsible for conducting the election. However, the date of the election must be not less than thirty nor more than sixty days after the last publication of the proposed home rule charter.

4. If a proposed home rule charter is rejected by the voters, it may not be resubmitted in substantially the same form to the voters within the next four years. If a proposed home rule charter is adopted by the voters, no other form of government may be submitted to the voters for six years.

5. If a petition for the appointment of a charter commission is filed at any time within two weeks after the second publication of a charter proposed by the council, the submission to the voters of a charter proposed by the council must be delayed, a charter commission appointed, and the council proposal and the charter proposed by the charter commission must be submitted to the voters at the same special election.

6. The ballot submitting a proposed charter or charters must also submit the existing form of government as an alternative.

7. If only two forms of government are being voted upon, the form of government which receives the highest number of votes is adopted.

   If more than two forms are being voted upon and no form receives a majority of the votes cast in the special election, there must be a run-off between the two proposed forms which receive the highest number of votes in the special election. The run-off must be held within thirty days following the special election and must be conducted in the same manner as a special city election.

8. If a home rule charter is adopted:

   a. The elective officers provided for in the charter are to be elected at the next regular city election held more than sixty days after the special election at which the charter was adopted, and the adopted charter becomes effective at the beginning of the new term following the regular city election.

   b. The adoption of the charter does not alter any right or ability of the city in effect at the time of the special election at which the charter was adopted.

   c. All departments and agencies shall continue to operate until replaced.

   d. All measures in effect remain effective until amended or repealed, unless they are irreconcilable with the charter.

   e. Upon the effective date of the home rule charter, the city shall adopt by ordinance the home rule charter, and shall file a copy of its charter with the Secretary of State, and maintain copies available for public inspection.

D. What must a home rule charter include?

A home rule charter must contain provisions for:

1. A council of an odd number of members, not less than five.

2. A mayor, who may be one of those council members.

3. Two-year or staggered four-year terms of office for the mayor and council members.

4. The powers and duties of the mayor and the council, consistent with the provisions of the city code.

E. How do you amend a home rule charter?

A home rule charter may be amended by one of the following methods:

1. The council, by resolution, may submit a proposed amendment to the voters at a special city election, and the proposed amendment becomes effective if approved by a majority of those voting.

2. The council, by ordinance, may amend the charter. However, within thirty days of publication of the ordinance, if a petition valid under the provisions of section 362.4 is filed with the council, the council must submit the ordinance amendment to the voters at a special city election, and the amendment does not become effective until approved by a majority of those voting.

3. If a petition valid under the provisions of section 362.4 is filed with the council proposing an amendment to the charter, the council must submit the proposed amendment to the voters at a special city election, and the amendment becomes effective if approved by a majority of those voting.

F. What are the limitations of a special charter form?

A city may not adopt the special charter form but a city governed by a special charter on the effective date of the city code is considered to have the special charter form although it may utilize elements of the mayor-council form in conjunction with the provisions of its special charter. In adopting and filing its charter as required in section 372.1, a special charter city shall include the provisions of its charter and any provisions of the mayor-council form which are allowed by the city on the effective date of the city code.

G. What is a mayor-council form of government?

A city governed by the mayor-council form has a mayor and five councilmen elected at large, unless by ordinance a city so governed chooses to have a mayor elected at large and an odd number of councilmen but not less than five, including at least two councilmen elected at large and one councilman elected by and from each ward. The council may, by ordinance provide for a city manager and prescribe his powers and duties, and as long as the council contains an odd number of councilmen, may change the number of wards, abolish wards, or increase the number of councilmen at large without changing the form.

However, a city governed, on the effective date of this section, by the mayor-council form composed of a mayor and a council consisting of two councilmen elected at large, and one councilman from each of four wards, or a special charter city governed, on the effective date of this section, by the mayor-council form composed of a mayor and a council consisting of two councilmen elected at large and one councilman elected from each of eight wards, may continue until the form of government is changed as provided in section 372.2 or section 273.9. While a city is thus operating with an even number of councilmen, the mayor may vote to break a tie vote on motions not involving ordinances, resolutions or appointments made by the council alone, and in a special charter city operating with ten councilmen under this section, the mayor may vote to break a tie vote on all measures.

The mayor shall appoint a councilman as mayor pro tem, and shall appoint the marshall or chief of police where an inter-governmental agreement makes other provisions for police protection. Other officers must be selected as directed by the council. The mayor is not a member of the council and may not vote as a member of the council. (CI 372.4)

H. What is a commission form of government?

A city governed by the commission form has five departments as follows:

1. Department of public affairs
2. Department of accounts and finances
3. Department of public safety
4. Department of streets and public improvements
5. Department of parks and public property

A city governed by the commission form has a council composed of a mayor and four councilmen elected at large. The mayor administers the department of public affairs and each other councilman is elected to administer one of the other four departments.

However, a city governed, on the effective date of this section, by the commission form and having a council composed of a mayor and two councilmen elected at large may continue with a council of three until the form of government is changed as provided in section 372.2 or section 372.9 or without changing the form, may submit to the voters the question of increasing the council to five members assigned to the five departments as set out in this section.

The mayor shall supervise the administration of all departments and report to the council all matters requiring its attention. The mayor is a member of the council and may vote on all matters before the council.

The councilman elected to administer the department of accounts and finances is mayor pro tem.

The council may appoint a city treasurer or may, by ordinance, provide for his election. (CI 372.5)

I. What is a council-manager-at-large form of government?

A city governed by the council-manager-at-large form has five councilmen elected at large for staggered four-year terms. At the first meeting of the new term following each city election, the council shall elect one of the councilmen to serve as mayor, and one to serve as mayor pro tem. The mayor is a member of the council and may vote on all matters before the council. As soon as possible after the beginning of the new term following each city election, the council shall appoint a manager.

A council may by ordinance provide that the city will be governed by council-manager-ward form. The ordinance must provide for the election of the mayor and councilmen required under council-manager-ward form at the next regular city election. (CI 372.6)

J. What is a council-manager-ward form of government?

A city governed by council-manager-ward form has a council composed of a mayor and two councilmen elected at large, and one councilman elected from each of four wards. The mayor and other councilmen serve four-year staggered terms. The mayor is a member of the council and may vote on all matters before the council.

As soon as possible after the beginning of the new term following each city election, the council shall appoint a city manager, and a councilman to serve as mayor pro tem. (CI 372.7)

III. Duties of City Officers

A. What are the duties of a city manager?

When a city adopts a council-manager-at-large or council-manager-ward form of government:

1. The city manager is the chief administrative officer of the city.
2. The city manager shall:
    a. Supervise enforcement and execution of the city laws.

    b. Attend all meetings of the council.

    c. Recommend to the council any measures necessary or expedient for the good government and welfare of the city.

    d. Supervise the official conduct of all officers of the city whom he has appointed, and take active control of the police, fire, and engineering departments of the city.

    e. Supervise the performance of all contracts for work to be done for the city, make all purchases of material and supplies, and see that such material and supplies are received, and are of the quality and charger called for by the contract.

    f. Supervise the construction, improvement, repair, maintenance, and management of all city property, capital improvements, and undertakings of the city, including the making and preservation of all surveys, maps, plans, drawings, specifications, and estimates for capital improvements, except property, improvements, and undertakings managed by a utility board of trustees.

    g. Employ, reclassify, or discharge all employees and fix their compensation, subject to civil service provisions and chapter 70, except the city clerk, deputy city clerk, and city attorneys.

    h. Make all appointments not otherwise provided for.

    i. Suspend or discharge summarily any officer, appointee, or employee that he has power to appoint or employ, subject to civil service provisions and chapter 70.

    j. Summarily and without notice investigate the affairs and conduct of any department, agency, officer, or employee under his supervision, and compel the production of evidence and attendance of witness.

    k. Administer oaths.
3. The city manager may:
    a. Appoint administrative assistants, with the approval of the council.

    b. The mayor pro tem is vice president of the council. When the mayor is absent or unable to act, the mayor pro tem shall perform the mayor's duties, except that the mayor pro tem may not appoint, employ, or discharge officers or employees without the approval of the council. Official actions of the mayor pro tem when the mayor is absent or unable to act are legal and binding to the same extent as if done by the mayor. The mayor pro tem retains all his powers as a councilman. (CI 372.14)
4. The city manager shall not take part in any election for councilmen, other than by casting his vote, and shall not appoint a councilman to city office or employment, nor shall a councilman accept such appointment. (CI 372.7)

B. What are the duties of the mayor?

1. The mayor is the chief executive officer of the city and presiding officer of the council. Except for the supervisory duties which have been delegated by law to a city manager, the mayor shall supervise all city officers and departments.

2. The mayor may take command of the police and govern the city by proclamation when he determines a time of emergency or public danger exists. Within the city limits, he has all the powers conferred upon the sheriff to suppress disorders.

3. Cooperate with any administrative agency or utility board of trustees.

4. Be responsible for the cleaning, sprinkling, and lighting of streets, alleys, and public places, and the collection and disposal of waste.

5. Provide for and cause records to be kept of the issuance and revocation of licenses and permits authorized by city law.

6. Keep the council fully advised of the financial and other conditions of the city, and of its future needs.

7. Prepare and submit to the council annually the required budgets.

8. Conduct the business affairs of the city and cause accurate records to be kept by modern and efficient accounting methods.

9. Make to the council not later than the tenth day of each month an itemized financial report in writing, showing the receipts and disbursements for the preceding month. Copies of financial reports must be available at the clerk's office for public distribution.

10. Appoint a treasurer subject to the approval of the council.

11. Perform other duties at the council's direction.

C. What are the duties of a city council?

1. A majority of all councilmen is a quorum.

2. A vacancy in an elective city office during a term of office shall be filled by the council, within thirty days after the vacancy occurs, for the balance of the unexpired term unless a special election is sooner held to fill the office for the remaining balance of the unexpired term. Such an election shall be called if the council is presented with a petition so requesting, signed by eligible electors entitled to vote to fill the office in question. The petition must bear signatures equal in number of two percent of those who voted for candidates for the office at the last preceding election at which the office was on the ballot, but in no case fewer than ten signatures. If the petition so requests and is timely filed, the special election may be held concurrently with any pending election as provided by section 69.12. Otherwise, a special election to fill the office shall be called at the earliest practicable time after the petition is presented to the council.

3. The council shall appoint a city clerk to maintain city records and perform other duties prescribed by state or city law.

4. Except as otherwise provided by state or city law, the council may appoint city officers and employees, and prescribe their powers, duties, compensation, and terms. The appointment of a city manager must be made on the basis of his qualifications and not on the basis of political affiliation.

5. The council shall determine its own rules and maintain records of its proceedings. City records and documents, or accurate reproductions thereof, must be maintained for at least ten years, except that ordinances, resolutions, council proceedings, and records and documents relating to real property transactions or bond issues must be maintained permanently.

6. Within fifteen days following a regular or special meeting of the council, the clerk shall cause the minutes of the proceedings of the council, including the total expenditure from each city fund, to be published in a newspaper of general circulation in the city. The publication shall include a list of all claims allowed and a summary of all receipts and shall show the gross amount of the claim. Matters discussed in closed session pursuant to section 28A.3 shall not be published until entered on the public minutes. However, in cities having more than one hundred fifty thousand population the council shall each month print in pamphlet form a detailed itemized statement of all receipts and disbursements of the city, and a summary of its proceedings during the preceding month, and furnish copies to the city library, the daily newspapers of the city, and to persons who apply at the office of the city clerk, and the pamphlet shall constitute publication as required. Failure by the clerk to make publication is a misdemeanor. The provisions of this subsection are applicable in cities in which a newspaper is published, or in cities of two hundred population or over, but in all other cities, posting the statement in three public places in the city which have been permanently designated by ordinance is sufficient compliance with this subsection.

7. By ordinance, the council may divide the city into wards based upon population, change the boundaries of wards, eliminate wards or create new wards.

8. By ordinance, the council shall prescribe the compensation of the mayor, councilmen, and other elected city officers. but a change in the compensation of the mayor shall not become effective during the term in which the change is adopted and the council shall not adopt such an ordinance changing the compensation of the mayor or councilmen during the months of November or December immediately following a regular city election. A change in the compensation of the councilmen shall become effective for all councilmen in the beginning of the term of the councilmen elected at the election next following the change in compensation. No elected city officer shall receive any other compensation for any other city office or city employment during his term of office, but may be reimbursed for his actual expenses. However, if the mayor pro tem performs the duties of the mayor during his absence or disability for a continuous period of fifteen days or more, the mayor pro tem may be paid for that period such compensation as determined by the council, based upon his performance of the mayor's duties and upon the compensation of the mayor.

9. A councilman, during the term for which he is elected, is not eligible for appointment to any city office if the office has been created or the compensation of the office has been increased during the term for which he is elected. A person who resigns from an elective office is not eligible for appointment to the same office during the time for which he was elected if during that time, the compensation of the office has been increased. (CI 372.18)

D. How may city appointees be removed from office?

Except as otherwise provided by state or city law, all persons appointed to city office may be removed by the officer or body making the appointment, but every such removal shall be by written order. The order shall give the reasons, be filed in the office of the city clerk, and a copy shall be sent by certified mail to the person removed who, upon request filed with the clerk within thirty days of the date of mailing the copy, shall be granted a public hearing before the council on all issues connected with the removal. The hearing shall be held within thirty days of the date the request is filed, unless the person removed requests a later date. (CI 372.15)

IV. School Board Elections

A. When are school board elections held?

The regular election shall be held annually on the second Tuesday in September in each school district for the election of officers of the district, merged area, and county school system and for the purpose of submitting to the voters thereof any matter authorized by law. (CI 277.1)

B. How do you nominate a person for election to a school board?

Nomination papers for all candidates for election to office in each school district shall be filed with the secretary of the school board not more than sixty-five days, nor less than forty days prior to the election. Nomination petitions shall be filed not later than five o'clock p.m. on the last day for filing. Each candidate shall be nominated by a petition signed by not less than ten eligible electors of the district. To each such petition shall be attached the affidavit of an eligible elector of the district that all of the signers thereof are electors of such district and that the signatures thereto are genuine. The candidate being nominated by the petition may sign the affidavit only if he or she personally circulated the petition. If the affiant also signed the nomination petition, that signature shall not be counted toward the total required by this section. The petition shall include the affidavit of the candidate being nominated, stating his name, his residence, that he is a candidate and is eligible for the office he seeks, and that if elected he will qualify for the office.

The secretary of the school board shall deliver all nomination petitions to the county commissioner of elections not later than five o'clock p.m. on the day following the last day on which nomination petitions can be filed. Any person on whose behalf nomination petitions have been filed under this section may withdraw as a candidate by filing a signed statement to that effect with the commissioner at any time prior to five o'clock p.m. on the thirty-fifth day before the election. (CI 277.4)

C. What powers do electors have in school elections?

The voters at the regular election shall have power to:

1. Direct a change of textbooks regularly adopted.

2. Direct the sale, lease, or other disposition of any schoolhouse or site or other property belonging to the corporation, and the application to be made of the proceeds thereof, provided, however, that nothing herein shall be construed to prevent the sale, lease, exchange, gift or grant and acceptance of any interest in real or other property by the board of directors without an election to the extent authorized in section 297.22.

3. Determine upon additional branches that shall be taught.

4. Instruct the board that school buildings may or may not be used for meetings of public interest.

5. Direct the transfer of any surplus in the schoolhouse fund to the general fund.

6. Authorize the board to obtain, at the expense of the corporation, roads for proper access to its schoolhouses.

7. Vote a schoolhouse tax, not exceeding sixty-seven and one-half cents per thousand dollars of assessed value in any one year, for purchase of grounds, construction of schoolhouses or buildings, the payment of debts contracted for the erection or construction of schoolhouses or buildings, not including interest on bonds, for procuring or acquisition of libraries, for opening roads to schoolhouses or buildings, for the purchase of buildings or equipment for buildings or schoolhouses, for the purpose of repairing, remodeling, reconstructing, improving or expanding the schoolhouses or buildings, for the school district, for the purpose of landscaping, paving, or improving the schoolhouse or building grounds, or for the rental of facilities pursuant to chapter 28E. Interest earned from investments of these funds may be used for the purposes voted. The power to levy said tax, when voted, shall continue for such period of time as may be authorized by the voters and shall not be affected by any changes in the boundaries of the school

district, in whatever manner effected, except in case the school district is reorganized pursuant to sections 275.12 to 275.23. Authorized levies for the period of time presently approved shall not be affected as a result of a failure of a proposition proposed to expand the purposes for which the funds may be expended. As used in this subsection, "repair" means to restore the existing structure or thing to its original condition, as near as may be, after decay, waste, injury, or partial destruction, but does not include maintenance or customary repainting; and "reconstruction" means to rebuild or to restore again as an entity the thing which was lost or destroyed.

8. Authorize the establishment and maintenance in each district of one or more schools of a higher order than an approved four-year high school course.

9. Authorize a change to either five or seven directors. The proposition for the change shall specify the number of directors to be elected, and which of the methods of election authorized by section 275.12, subsection 2 is to be used if the change is approved by the voters.

10. Authorize the establishment or abandonment of director districts or a change of boundaries of director districts. If a proposition submitted to the voters under this subsection is rejected, it may not be resubmitted to the voters of the district in substantially the same form within the next three years; if it is approved, no other proposal may be submitted to the voters of the district under this subsection within the next six years.

11. Change the name of the school district, without affecting its corporate existence, rights, or obligations, and subject to the requirements of section 274.6.

The board may, with approval of sixty percent of the voters, voting in a regular or special election in the school district, make extended time contracts not to exceed twenty years in duration for rental of buildings to supplement existing schoolhouse facilities; and where it is deemed advisable for buildings to be constructed or placed on real estate owned by the school district, such contracts may include lease-purchase option agreements, such amounts to be paid out of the schoolhouse fund.

Before entering into a rental or lease-purchase option contract, authorized by the electors, the board shall first adopt plans and specifications for a building or buildings which it considers suitable for the intended use and also adopt a form of rental or lease-purchase option contract. The board shall then invite bids thereon, by advertisement published once every week for two consecutive weeks, in a newspaper published in the county in which the building or buildings are to be located, and the rental or lease-purchase option contract shall be awarded to the lowest responsible bidder, but the board may reject any and all bids and advertise for new bids.

The voters at the regular or special election shall have power to vote a schoolhouse tax not exceeding one dollar and thirty-five cents per thousand dollars of assessed value in any one year providing for lease-purchase option of school buildings. (CI 278.1)

Bibliography

Adrian, Charles R., *State and Local Governments.* (New York: McGraw-Hill Book Co., 1976).

Chapter 8 includes an appraisal of various forms of city government.

Tietten, Rudie W., *State and Local Governments.* (Boston: Allyan and Bacon, Inc., 1977).

Chapter 4 includes case studies and basic information related to local government.

Glossary

Absentee ballot - a ballot cast when a person expects to be absent on election day or when through illness or physical disability the voter is prevented from going to the polls and voting on election day.

Candidate - an individual who has taken affirmative action to seek nomination or election to a public office.

Closed primary - a primary election in which only members of a particular party may vote; e.g. only members of the Democratic party may vote to select candidates for election for that party. In a closed primary an elector must declare his/her party affiliation.

Confronting - involves taking a firm stand against another position. Confronting usually does not bring people to agreement that one position is the best position, but that one position is better than another position. The role of the advocate using a confronting technique is to bring others to focus on the negative consequences of an alternative position.

Convincing - requires an individual to demonstrate to others that his position supports more important goals or is more significant than another position; that his position is more likely to succeed; that his position is more logical than another position; or that his position is supported by more evidence than another position. Usually convincing includes demonstrating that the alternative position or positions are faulty, i.e. that the opposing arguments are refuted.

County commissioner of elections - county auditor

Disqualified persons - no idiot or insane person or person convicted of an infamous crime shall be entitled to the privilege of an elector. (*Constitution of Iowa,* Article II, Sec. V)

Eligible elector - any citizen of the United States of age of eighteen years or older who is a resident of this State.

Ideas - plans for action.

Information - knowledge obtained from investigation, study or instruction.

Lobbying - any activity aimed at influencing the decisions of a public official or rule-making body.

Lobbyist - those people who seek to influence the decisions of public officials or rule-making bodies.

Major party - party receiving at least 25 percent of the popular vote in the last Presidential election.

Minor party - a party receiving between 5 percent and 25 percent of the popular vote in the last Presidential election.

Mixed ticket - a procedure of voting at times when the names of all candidates for whom an individual desires to vote do not appear upon the same ticket or political party ballot. A mixed ticket is cast by voting for candidates on ballots for more than one party.

New party - a party that received less than 5 percent of the popular vote in the last Presidential election.

Open primary - a primary election in which an elector may vote for the individual he/she believes is best qualified as a candidate for a particular office, regardless of the party affiliation of the elector or candidate. In an open primary an elector is not required to declare his/her party affiliation.

Political advocate - taking a stand and arguing for a position on an issue; influencing others to support a particular position.

Political activity - an activity through which things which people in a group value are distributed within the group.

Political decision-making - the process by which decisions are made concerning the distribution within a group of things the group values.

Political non-party organization - any convention or caucus of eligible voters representing a political organization that is not a political party as defined by law - see political party.

Political organization - an organization that plans group activities, matches people and task according to people's skills, clearly identifies goals and priorities, and clearly identifies roles and good working relationships among individuals in order to achieve election of political candidates or to influence political decisions.

Political organizer - an individual who applies the following attributes to influencing political decisions:

1. Ability to plan group activities
2. Ability to match people and tasks according to people's skills
3. Ability to clearly identify goals and objectives
4. Ability to establish clear roles and good working relationships among individuals

Political party - shall mean a party which at the last preceding general election cast for its candidate for President of the United States or for Governor, as the case may be, at least two percent of the total vote cast for all candidates for that office for that election.

Party platform - a declaration of the principles or policies adopted by a political party or candidate.

Political resources - things used to influence the decisions of a group concerning the distribution within that group of things of value. Common political resources are wealth, status, skills, information and ideas.

Political supporter - a person who lends backing to organized activities and to political advocates. A supporter is a person who is available to do what is necessary to carry out the decisions of the group. A successful supporter is reliable, takes directions, works hard, works well with others and is thorough and careful in his/her work.

Primary election - that election by the members of various political parties for the purpose of placing in nomination candidates for public office.

Skills - the ability to use one's knowledge effectively and readily in execution or performance; technical expertness.

State Commissioner of Elections - Secretary of State

Status - a position or rank in relation to others; relative rank in a hierarchy of prestige.

Straight ticket - a vote in an election where the elector casts all of his votes for the candidates on one ticket or ballot of one political party.

Trading - involves changing something of value that another person wants, for support for a position. Trading does not involve people coming to an agreement on a position, but is an offer of support in exchange for something else of value (some other political resource). Often trading involves support for a position in exchange for support of another position.

Wealth - the stock of useful goods having economic value in existence at any one time.

Write-in-vote - voting for a candidate whose name does not appear on the ballot by writing that name in at the appropriate place on the ballot and placing a check in the square opposite thereto.

Political Participation Handbook
Product Evaluation Sheet

Name ______________________ Title ______________________

School ______________________ Address ______________________

City ______________________ State ____________ Zip ________

A. General

1. Please indicate the course(s) in which you utilized this publication.

____

____

2. What additional topics would you suggest be developed for your needs?

____

____

3. Would the development/dissemination of a K-12 assessment instrument for political education be useful to you?

________ Yes ________ No

Comment:

4. Is inservice for political education a need for you?

________ Yes ________ No

5. What learning strategies other than the case studies and analysis activities would you suggest for use in motivating students?

________ model legislature
________ political party participation (work in campaign headquarters)
________ community canvass activities
________ others
____
____

B. Specific Product Information

1. **Teacher Interest Inventory**. Rank the topics below in order of interest to the *teacher*. (Number 1 is greatest interest; number 2 is the second greatest, and so on).

________ political participation
________ voting
________ lobbying
________ election laws
________ local government

2. **Student Interest Inventory**. Rank the topics below in order of interest to the *student*. (Number 1 is the greatest interest; number 2 is the second greatest, and so on).

________ political participation

__________ voting
__________ lobbying
__________ election laws
__________ local government

3. Were the number of "case studies" provided in each topic area sufficient for your/the student's use?

__________ Yes __________ No

Comment:

4. Were the number of "analysis activities" provided in each topic area sufficient for your/the student's use?

__________ Yes __________ No

Comment:

5. Were the case studies and analysis activities successful in stimulating classroom discussion?

__________ Yes __________ No

Comment:

6. Did you make use of community resources in teaching political education? e.g. party leaders, candidates, elected officials, etc.

__________ Yes __________ No

Comment:

7. Are materials of this type better received by the students than the traditional text?

__________ Yes __________ No

8. Can these materials stand alone or are other materials required?

Comment:

9. What problems have you encountered with these materials?

Comment:

10. Additional Comments:

Thank you for filling out this questionnaire. We plan to put it to good use in future publications. Please return this form to Richard E. Gage, Curriculum Division, Department of Public Instruction, Grimes State Office Building, Des Moines, Iowa 50319.